Draft 1 – Diploma of Clinical Coding

Consultation Guide

November 2019

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Introduction

SkillsIQ is a not-for-profit Skills Service Organisation (SSO) supporting industry in developing standards to equip the people-facing workforce with the right skills for jobs now and into the future. SkillsIQ is funded by the Department of Employment, Skills, Small and Family Business to support the Industry Reference Committees (IRCs) responsible for the development and maintenance of Training Packages in the following sectors:

- Community Services
- Health
- Local Government
- Public Sector
- Floristry
- Hairdressing and Beauty Services
- Funeral Services
- Retail Services
- Sport, Fitness and Recreation
- Tourism, Travel and Hospitality.

IRCs drive the process of Training Package development and are made up of people with experience, skills and knowledge of their particular industry sectors. IRCs are responsible for the provision of strategic input and advice that represent the needs of their workforce, and for ensuring Training Package Products reflect those needs.

Project Background

Clinical coders are specialised health information professionals who convert information from a patient's medical record into alphanumeric codes according to a health classification system. Currently, there is no nationally recognised qualification available within the HLT Health Training Package for clinical coders. Employers need to employ graduates and develop their skills through on-the-job mentoring. However, employers require these graduates to have a minimum level of competency that allows them to begin work at an entry level.

The update of existing nationally recognised Clinical Coding units of competency and the development of a new entry-level Clinical Coding qualification, to be packaged within the HLT Health Training Package, has been commissioned by the Australian Industry and Skills Committee (AISC) under the direction of the Technicians Support Services IRC.

The development of a new entry-level Clinical Coding qualification will seek to ensure that clinical coders have access to appropriate skills and knowledge, in order to meet the current and future needs of the Australian health care system.

The Technicians Support Services IRC has therefore provided recommendations to confirm the key drivers contributing to the development of the new qualification, including the packaging rules, the update of three existing Units of Competency and the development of eight new Units of Competency, so that the clinical coding workforce is equipped with the holistic skills and knowledge required to perform an entry-level clinical coder job role in a health setting in any jurisdiction. The proposed new qualification will create a consistent standard of practice for clinical coders.

Technical Advisory Committee

To inform the development of a new Clinical Coding qualification, eight new Units of Competency and the update of three existing Clinical Coding units of competency, a Clinical Coding Technical Advisory Committee (TAC) was formed. The Clinical Coding TAC reports to the Technicians Support Services IRC and is made up of stakeholders and subject matter experts from across Australia who provide:

- guidance at the national level to ensure Training Package Products are flexible and responsive to changing needs and practices
- specialist advice and strategic direction in relation to stakeholder feedback and issues relevant to their sector
- views and feedback on behalf of the sector/organisation they represent
- facilitation of communication and consultation with others, including other members of their organisations, association members and other networks.

The aim of the proposed entry-level qualification development is to ensure that industry has access to a more job-ready graduate who will require less on-the-job mentoring.

Updates to the Qualification

- A new qualification, Diploma of Clinical Coding, has been developed that includes the following nine core Units of Competency:
  - o HLTCCD001 Work effectively in a clinical coding setting
  - o HLTCCD002 Interpret and navigate health records
  - o HLTCCD003 Use medical terminology in health care
  - o HLTCCD004 Establish knowledge of anatomy and physiology in a healthcare setting
  - o HLTCCD005 Apply principles of privacy and confidentiality in health care
    HLTCCD006 Abstract information for clinical coding
  - o HLTCCD007 Undertake basic clinical coding
  - o HLTCCD008 Undertake moderately complex clinical coding
  - o HLTWHS001 Participate in workplace health and safety
- There are no elective choices in this qualification, due to the highly specific nature of the skills required.

Updates to the Skill Set

- A new skill set, Clinical Coding Auditor Skill Set, has been developed for experienced clinical coders seeking to broaden their skills to include clinical coding auditing.
- The Skill Set comprises the following units:
  - o HLTCCD009 Undertake highly complex clinical coding
  - o HLTCCD010 Undertake a clinical coding audit
  - o HLTCCD011 Analyse and report for clinical coding auditing

Updates to the Units in the Qualification:

- The following three Clinical Coding Units of Competency have been updated in terms of content and Unit codes:
  - o HLTADM005 Produce coded clinical data **(to be superseded by HLTCCD007 Undertake basic clinical coding)**
  - o HLTADM006 Undertake complex clinical coding **(to be superseded by HLTCCD008 Undertake moderately complex clinical coding)**
  - o HLTADM007 Complete highly complex clinical coding **(to be superseded by HLTCCD009 Undertake highly complex clinical coding)**

- The following eight new Units of Competency have been developed:
    - HLTCCD001 Work effectively in a clinical coding setting
    - HLTCCD002 Interpret and navigate health records
    - HLTCCD003 Use medical terminology in health care
    - HLTCCD004 Establish knowledge of anatomy and physiology in a healthcare setting
    - HLTCCD005 Apply principles of privacy and confidentiality in health care
    HLTCCD006 Abstract information for clinical coding
    - HLTCCD010 Undertake a clinical coding audit
    - HLTCCD011 Analyse and report for clinical coding auditing

Consultation Activities and Timelines

National consultation for Draft 1 will be open from 4 November to 2 December 2019. During this period input will be sought on the following Training Package Products relating to the Diploma of Clinical Coding.

- 1 Qualification
- 1 Skill Set
- 11 Units of Competency and associated Assessment Requirements.

SkillsIQ will be undertaking a number of key activities to engage community stakeholders and VET professionals. Further details are posted on the SkillsIQ website here:

https://www.skillsiq.com.au/CurrentProjectsandCaseStudies

Feedback can also be provided **online** via the SkillsIQ Feedback Forum, accessed at:

https://www.skillsiq.com.au/FeedbackForum/TrainingPackages1/HLTHealth

When accessing the Feedback Forum, please first refer to the 'How To' guide located on the page. It will provide directions for leaving and submitting comments.

Following the close of the consultation period, feedback received will be collated and evaluated. This feedback will inform the development of the Validation Draft.

To remain up to date with project developments, please subscribe to SkillsIQ at: http://www.skillsiq.com.au/Subscribetoournewsletter.aspx

About this Consultation Guide

This Guide, which should be read in conjunction with the applicable Draft Training Package Products, provides:

- A list of Draft 1 Training Package Products (1 Qualification, 1 Skill Set and 11 Units of Competency and associated Assessment Requirements)
- Mapping of Qualifications and Units
- Key consultation questions on which SkillsIQ seeks feedback to provide information to the IRC and TAC.

Contact details

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Clinical Coding Qualification

Qualification Code	Qualification Title
HLT50319	Diploma of Clinical Coding

Skill Sets

Skill Set Title
Clinical Coding Auditor Skill Set

List of Clinical Coding Units and Prerequisites

Unit Code	Unit Title	Prerequisite(s)
HLTADM005	Produce coded clinical data	Nil
HLTADM006	Undertake complex clinical coding	Nil
HLTADM007	Complete highly complex clinical coding	Nil
HLTCCD001	Work effectively in a clinical coding setting	Nil
HLTCCD002	Interpret and navigate health records	HLTCCD001 Work effectively in a clinical coding setting
HLTCCD003	Use medical terminology in health care	Nil
HLTCCD004	Establish knowledge of anatomy and physiology in a healthcare setting	Nil
HLTCCD005	Apply principles of privacy and confidentiality in health care	Nil
HLTCCD006	Abstract information for clinical coding	HLTCCD002 Interpret and navigate health records HLTCCD003 Use medical terminology in health care HLTCCD004 Establish knowledge of anatomy and physiology in a healthcare setting

Unit Code	Unit Title	Prerequisite(s)
HLTCCD007	Undertake basic clinical coding	HLTCCD006 Abstract information for clinical coding
HLTCCD008	Undertake moderately complex clinical coding	HLTCCD007 Undertake basic clinical coding
HLTCCD009	Undertake highly complex clinical coding	HLTCCD008 Undertake moderately complex clinical coding
HLTCCD010	Undertake a clinical coding audit	HLTCCD009 Undertake highly complex clinical coding
HLTCCD011	Analyse and report for clinical coding auditing	HLTCCD010 Undertake a clinical coding audit

Qualification Mapping

A Qualification is mapped as equivalent (E) to another one when it provides the same skill and knowledge outcomes, including when:

- Core Units remain the same or are replaced by similar Units which provide the same skill and knowledge outcomes
- Numbers of electives remain the same or are raised or reduced slightly.

A qualification is mapped as not equivalent (N) when it provides different skill and knowledge outcomes, including when:

- Units have been added to the core, which provide additional mandatory skill and knowledge outcomes
- Units have been removed from the core, which reduce mandatory skill and knowledge outcomes
- A significant number of additional elective Units are required
- Entry requirements are altered, creating significant differences to the structure of the qualification.

Previous Qualification Code and Title	New Qualification Code and Title	Comment in relation to Qualification E = equivalent N = not equivalent
	HLT50319 Diploma of Clinical Coding	New qualification

Unit of Competency Mapping

A Unit of Competency is mapped as equivalent (E) when:
- It provides the same skill and knowledge outcomes
- Elements and associated Performance Criteria have remained the same, but are better expressed
- Knowledge Requirements have remained the same but are better expressed.

A Unit of Competency is mapped as not equivalent (N) when:
- It provides different skill and knowledge outcomes
- Elements and or Performance Criteria have been added or removed
- Knowledge Requirements have been added or removed.

Previous Unit Code and Title	New Unit Code and Title	Comment in relation to Unit E = equivalent N = not equivalent
	HLTCCD001 Work effectively in a clinical coding setting	New Unit
	HLTCCD002 Interpret and navigate health records	New Unit
	HLTCCD003 Medical terminology in health care	New Unit
	HLTCCD004 Establish knowledge of anatomy and physiology in a healthcare setting	New Unit
	HLTCCD005 Apply principles of privacy and confidentiality in health care	New Unit
	HLTCCD006 Abstract information for clinical coding	New Unit
HLTADM005 Produce coded clinical data	HLTCCD007 Undertake basic clinical coding	N Unit code updated Changes to Unit title, Elements, Performance Criteria, Performance Evidence, Knowledge Evidence and Assessment Conditions

Previous Unit Code and Title	New Unit Code and Title	Comment in relation to Unit E = equivalent N = not equivalent
HLTADM006 Undertake complex clinical coding	HLTCCD008 Undertake moderately complex clinical coding	N Unit code updated Changes to Unit title, Elements, Performance Criteria, Performance Evidence, Knowledge Evidence and Assessment Conditions
HLTADM007 Complete highly complex clinical coding	HLTCCD009 Undertake highly complex clinical coding	N Unit code updated Changes to Unit title, Elements, Performance Criteria, Performance Evidence, Knowledge Evidence and Assessment Conditions
	HLTCCD010 Undertake a clinical coding audit	New Unit
	HLTCCD011 Analyse and report for clinical coding auditing	New Unit

Questions for Consideration

The following series of questions have been developed to guide feedback for Draft 1 of the Clinical Coding Training Package Products.

Qualification – Diploma of Clinical Coding

- Packaging rules
  - Should the Unit of Competency *HLTCCD009 Undertake highly complex clinical coding* be included in the new qualification? Or should this Unit of Competency only be available to experienced Clinical Coders looking to further develop their skills?

Suite of Units of Competency

- Are the packaging rules for the core and elective composition of Units attainable at a Diploma level?
- Are all draft Units required? Should any be deleted?
- Are there any essential prerequisites that should be nominated?
- Are there any additional Units of Competency required?

Titles and Application Statements - Units of Competency

- Does the Title reflect the skill being described? Could any be changed to better indicate what the Unit covers?
- Does the Application Statement provide a clear and accurate description of the skill being described?

Elements and Performance Criteria

- Do the Elements and Performance Criteria accurately describe what people do in Clinical Coding job roles? If not, what could be added?
- Do the Performance Criteria adequately describe the level of proficiency?

Performance Evidence

- Would the types of evidence prove that a person is competent in all the Unit outcomes, including Performance Criteria, Foundation Skills and Knowledge?
- Is the suggested volume (sufficiency) of evidence appropriate? Too little, too much?
- Are the statements clear? Would assessors understand exactly what they must do?

Knowledge Evidence

- What is the essential knowledge required of an individual in order to perform the tasks described in the Performance Criteria? Is the Knowledge Evidence requirement specific enough?
- Is there anything which should be added or deleted?
- What is the breadth and depth of knowledge required? Is this described well enough to assist assessors understand the scope?

Assessment Conditions

- Are the nominated environments appropriate?

- Are the statements clear? Would assessors understand what they must provide for assessment?

Appendix A: Training Package Unit of Competency Terminology Guide

Units of Competency specify the skills and knowledge a learner needs in order to complete a work task. Each Unit of Competency has associated Assessment Requirements, which detail what a learner must demonstrate and know, in order to be deemed competent, along with any special conditions which apply to the assessment of competency.

UNIT CODE	Unique code which identifies the Unit of Competency
UNIT TITLE	The Unit Title is a brief statement of the outcome of the Unit of Competency, i.e. what is the task that learners will be able to complete once they are deemed competent
APPLICATION	The application summarises: • the content of the Unit of Competency and the skill area it addresses • any relationship with other Units of Competency • any licensing requirements or relevant legislation • the Unit of Competency's scope, purpose and operation in different contexts, for example, by showing how it applies in the workplace.
PREREQUISITE UNIT	Prerequisites are other Units of Competency or in some cases licences, etc. that a learner must complete before undertaking this Unit of Competency. This may be in order to provide underpinning skills or knowledge that is essential for a learner to undertake this Unit.
ELEMENTS	The Elements are the basic themes of the Unit of Competency. They describe the significant functions that form part of the work task that the Unit of Competency covers.
PERFORMANCE CRITERIA	The Performance Criteria specify the required steps that enable the learner to undertake the work task.
Assessment Requirements	
PERFORMANCE EVIDENCE	Identifies what a learner must demonstrate in order to be deemed competent at the work task.
KNOWLEDGE EVIDENCE	Identifies what a learner needs to know to perform the work task effectively.

ASSESSMENT CONDITIONS	Assessment Conditions provide the context for the Unit of Competency, describing essential operating conditions that must be present for assessment, depending on the work situation, needs of the candidate, accessibility of the items required, and local industry and regional contexts.
	They may specify any of the following:
	- The conditions under which competency must be assessed including variables such as the assessment environment or necessary equipment or tools - Whether or not the Unit must be assessed in the workplace or may also be assessed via simulation - Resource implications, for example access to particular equipment, infrastructure or situations - Any required characteristics of the assessor, e.g. whether the assessor must hold a higher qualification in that field, etc.