

Job Description and Person Specification

Grade V Officer – HIPE Clinical Coder

Permanent Vacancy

Reference: HR25E144

Closing Date for Applications: Friday, 4th July 2025

In-Person Interview Date: Monday, 21st July 2025

HR Business Services,
St Vincent's University Hospital,
Elm Park,
Dublin 4.

Contact: 01 221 6062 or recruitment@svuh.ie

Overview: The HIPE Casemix Department is responsible for provision of information to the Department of Health and Children (DoHC), Health Services Executive (HSE), Healthcare Pricing Office (HPO) and Hospital Management. This information is required to assist with Activity Based Funding, Patient Level Costing, Budgeting, Planning of Services, research and for the production of National Statistics.

Job title / Grade: HIPE Clinical Coder (Grade V)

Reports to: HIPE Manager

Key Duties and Responsibilities

The main role of a Grade V Clinical Coder is to review charts on discharge, extract relevant information and assign accurate codes to describe the patient's treatment and diagnoses. Other duties relevant to the post along with the retrieval of charts to meet monthly deadlines set by the DoHC & HSE & HPO.

- On discharge, review of the patient's medical record to extract information.
- Following established protocols for coding, assign diagnostic and operative codes for the listed diagnoses, procedures, and complications.
- Input of coded information onto the HIPE Portal software.
- Support local HIPE Management in the day to day functions as required.
- Clinical code at ward level as required and work as part of a multidisciplinary team.
- Run uncoded reports on a daily basis.
- Pull and track charts for coding when required.
- Correct data returned from the HPO as required.
- Carry out duties of the clerical officer when required.
- Liaise with the Grade VI Lead Clinical Coders in the department regularly and other Clerical Administration or Health Care Professionals as required.
- Requirement to complete Clinical Coding Certification Professional Level 6 (CPD) training course with HPO/TUD to be undertaken to hold this post.
- Become familiar with procedures for down loading of administrative details from the PAS and perform these duties if required.
- Become familiar with procedures for exporting data to the HPO and perform these duties if required.

- Be familiar with and adhere to Policies, Procedures and guidelines (PPGs) for Healthcare Records Management.
- Be familiar with whole hospital PPGs as appropriate.
- Be familiar with all Hospital Databases relevant to clinical coding of a patients record. Be familiar with data entry on the Patient Administration System and/or other hospital databases if required.
- Responsible for data quality and with Data Entry Rules.
 - PICQ (Performance Indicators for Coding Quality)
 - Run Checker on HIPE Portal especially before monthly export
- To participate as an active member of the HIPE team.
- Providing cross cover during holiday and or other leave in the Department.
- Assist with the development & implementation of strategy decisions with regard to meeting monthly deadlines.
- When necessary carry out task of compiling and completion of HIPE reports.
- Work on the quality control of HIPE data returns.
- Regular communication with the HIPE Manager in connection with diagnoses/ procedures in the ICD-10-AM classification or any coding queries that may arise.
- As it is extremely important for the hospital to meet monthly deadlines for data submission to the HPO and other bodies, flexibility in working hours is required.
- Any other duties appropriate to this position, which may arise.

The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office. This document must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.

The Hospital Structure is currently under review and therefore, reporting relationships may change.

Informal Enquiries or Role Specific Enquiries: Thomas Slattery, HIPE Manager, Tel: (01) 221 4249.
Email: tslattery@svhg.ie

Person Specification

Factors	Essential	Desirable
Qualifications	<p>(Eligible applicants will be those who on the closing date for the competition:</p> <p>Have satisfactory experience as a Clerical Officer in the HSE, TUSLA, other statutory health agencies, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004.</p> <p>Or</p> <p>(ii) Have obtained a pass (Grade D) in at least five subjects from the approved list of subjects in the Department of Education Leaving Certificate Examination, including Mathematics and English or Irish¹. Candidates should have obtained at least Grade C on higher level papers in three subjects in that examination.</p> <p>Or</p> <p>(iii) Have completed a relevant examination at a comparable standard in any equivalent examination in another jurisdiction</p> <p>Or</p> <p>(iv) Hold a comparable and relevant third level qualification of at least level 6 on the National Qualifications Framework maintained by Qualifications and Quality Ireland, (QQI).</p>	<ul style="list-style-type: none"> Completed or currently undertaking Clinical Coding course (CPD) Level 6 Certification Supervisory course and /or experience in line management responsibilities Health Information/Medical Records Management Procedures.
Experience	<p>Candidates must possess the requisite knowledge and ability, including a high standard of suitability, for the proper discharge of the office.</p>	<ul style="list-style-type: none"> Minimum of 3 years previous relevant Clinical Administrative or front-line experience. Experience working with computer systems

		<ul style="list-style-type: none"> • Experience working Clinical Coding/ Medical Records/ Patient Services • Familiarity with all aspects ICD-10-AM coding education & standards. • HIPE Reporting Education • Experience working with multi-disciplinary team • Demonstrate depth and breadth of administrative experience with a and Patient Records as relevant to the role. • Good understanding of Medical Terminology/Medical Abbreviations
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Core Competencies	<ul style="list-style-type: none"> • Knowing the Health Service and how it works. • Delivering Quality & Fairness for Service Users • Planning & Managing Resources • Creating Team Spirit • Being the communication channel • Influencing People and Events • Managing individual performance • Embracing the Change Agenda • Being a Role Model
Health	Candidates for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect to ability to render regular and efficient service
Character	Candidates for and any person holding the office must be of good character

Particulars of Office:

The appointment is: Full Time, Permanent, Pensionable

A panel may be formed to fill future permanent and temporary positions which may arise.

Annual Salary: €51,206 to €61,253 pro rata LSI (01/03/2025, Grade V Officer, Clerical)

These particulars are subject to change in line with overall public pay policy.

Candidates should expect to be appointed on the minimum of the salary range and in accordance with the Department of Finance guidelines.

Probationary Period: The appointee shall hold office for a probationary period of six months – The Hospital's Probation and Induction policy will apply.

Pension Scheme: The candidate will be entered into one of the Hospital Superannuation Schemes.

Working Hours: The person appointed will work a basic 35 hour week. You will be required to work the agreed roster / on call arrangements advised to you by your line manager. Your contracted hours of work are liable to change between the hours of 8am – 8pm over seven days to meet the requirements for the extended day services in accordance with the terms of the Framework Agreement. (Reference HSE HR Circular 003/2009). Flexibility on hours of attendance in response to service needs will be a requirement.

Annual leave entitlement: 29 days per annum pro rata each year. Annual leave accrued must be taken within the duration of the contract or calendar year and as agreed between the candidate and the Head of Department.

Additional Information

Confidentiality:

During the course of employment staff may have access to or hear information concerning the medical or personal affairs of patients, students, staff and / or other health service business. Such records and information are strictly confidential and unless acting on the instruction of an authorised officer, such information must not be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required

Hygiene:

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of St Vincent's University Hospital's quality system to ensure the safety and well being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

Policies / Legislation:

All Hospital policies and procedures form an integral part of an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital's ethical codes of practice.

Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

Protected Disclosure Policy

See link below for more information on our Protected Disclosure Policy as per the Protected Disclosure (Amendment) Act 2022;

[Protected Disclosures - St. Vincent's University Hospital \(stvincents.ie\)](http://stvincents.ie)

Please note the following:

- The Hospital Board is not responsible for loss or theft of personal belongings
- Fire orders must be observed and staff must attend the fire lectures periodically
- All accidents within the department must be reported immediately.
- In line with the Safety, Health and Welfare at Work Act (2005), smoking within the Hospital Building is not permitted.
- All staff are advised to avail of Hepatitis B Vaccination with Occupational health
- The use of personal mobile phones is prohibited.
- St. Vincent's University Hospital buildings and grounds are **smoke-free**.

Application Process: St. Vincent's University Hospital is an equal opportunities employer and is committed to promoting an environment free from discrimination in accordance with the Employment Equality Acts 1998 and 2004. The Hospital values diversity and recognises the benefits of having a workforce that reflects the community we serve. We are committed to equality of access to positions within the Hospital. All recruitment activity and documentation will encourage applications from all potential candidates without discrimination.

Interested candidates should apply for vacancies of interest by visiting the Hospital Careers pages: <http://www.stvincents.ie/Home/Careers.html>

- Note the closing date(s) for the submission of on-line applications are specified on the list of vacancies. St. Vincent's University Hospital are not able to accept late applications.
- It is the applicant's responsibility to ensure that they apply well in advance of the closing date.
- Any applications which are still in progress but have not been submitted after the closing date will not be registered by our Web Recruitment System.
- Applications for St. Vincent's University Hospital job vacancies will only be accepted through our Web Recruitment System.
- St. Vincent's University Hospital may only take into account technical issues raised by an applicant if advised to our Human Resources Department prior to the advertised closing date.

Non-European Economic Area Applicants: While St. Vincent's University Hospital is an equal opportunities employer, in line with current Department of Jobs, Enterprise and Innovation Employment Permit requirements, applications from non European Economic Area (EEA) will only be considered in the event that an EEA citizen cannot be found to fill the vacancy. Please note that if you are a NON-EEA applicant and are unable to supply documents (listed on www.djei.ie), you are not

entitled to participate in this recruitment competition. This is in accordance with the EU Community Preference Rule. Further information is available at www.djei.ie.

Former Public Service employees: Eligibility to compete may be affected where applicants were formerly employed by the Irish Public Service and previously availed of an Irish Public Service Scheme including:

- Incentivised Scheme for Early Retirement (ISER)
- Department of Health and Children Circular (7/2010)
- Collective Agreement: Redundancy Payments to Public Servants

Applicants should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. This is a non-exhaustive list and any queries should be directed to an applicant's former Irish Public Service Employer in the first instance.

Shortlisting: Shortlisting will be carried out on the basis of information supplied on your curriculum vitae. The criteria for shortlisting are based on the requirements of the post as outlined in the Person Specification. Failure to include information regarding these requirements on your CV may result in you not being called forward to the next state of the recruitment process.

All overseas qualifications must be validated. No candidate can work in the Hospital without validated qualifications. If professional registration is also a requirement, candidates must provide documentation of same.

Canvassing will automatically disqualify.

Please note that you will be contacted mainly by mobile phone and email. It is important that your mobile phone number, postal address and email address are correct. It is your responsibility to ensure that you have access to your mobile voice mails and emails. We recommend that you use an email address that you have regular access to.

Competency based interviews follow the shortlisting stage of the recruitment process. Credit is awarded by the interview panel to candidates who demonstrate at interview that they possess the experience, competencies and skills listed in the person specification. Candidates will normally be given at least one week's notice of interview. Interviews are held in person only, no subsequent or alternative dates to dates given will be offered to candidates. All interviews are held in the HR Department of St. Vincent's University Hospital, Elm Park, Dublin 4 unless it is specifically noted otherwise in the Job Description. All posts are located in St. Vincent's University Hospital, Elm Park, Dublin 4 unless it is specifically noted otherwise in the Job Description.

Disability: Please let us know if you need any special assistance at interview, e.g. if you have difficulty in moving up or down stairs or have hearing or speech difficulties.

Candidates are notified of the result of their interview at the earliest possible date after the interview. The recommendation of the interview panel does not constitute a job offer. The process continues after the interview and includes clearance checks such as references, Garda clearance, occupational health clearance, validation of qualifications and experience. A job offer is made pending satisfactory clearances. SVUH reserves the right to remove candidates from specific recruitment panels and retract job offers if satisfactory clearances cannot be obtained or are deemed unsatisfactory.

** If you lived in any country for 6 months or more from the date of your 16th birthday other than the Republic of Ireland or Northern Ireland you will be required to provide security clearance for each jurisdiction in which you have resided. Your security clearance must be dated AFTER you left that country and cover the entire period of your residence. Seeking security clearances from other countries are the responsibility of the candidate. It is a process which can take an amount of time. Therefore, we would strongly advise that you commence seeking international security clearances now.*

For some recruitment competitions a panel of successful candidates may be formed as a result of the interviews. Candidates who obtain a place on the panel may, (within the life of the panel), be considered for subsequent approved vacancies. Candidates are placed on a panel in order of merit. A panel is typically live for 6 months.

It is normal procedure that candidates be placed on the first point of the relevant salary scale in accordance with the Department of Finance guidelines.

Declaration: Please read your application carefully and check for any errors or omissions. False declaration or omission in support of your application will disqualify you from appointment.

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Date: June 2025