

TERMS OF REFERENCE

Medical Coding Specialist to Support Sentinel Surveillance of Adverse Events of Special Interest and Events Allegedly Attributable to Vaccination or Immunization by Vaccines Against COVID-19 in PAHO'S Regional Network of Sentinel Hospitals

13 June 2022 to 12 September 2022

1. BACKGROUND

On 30 January 2020, the World Health Organization (WHO) declared the outbreak of COVID-19 a Public Health Emergency of International Concern. By 12 March 2020, due to its rapid global spread, the outbreak was declared a pandemic (1).

An essential strategy in controlling this pandemic is the rapid development of safe and effective vaccines. In this context, the surveillance systems of the countries of the Americas must be prepared to detect and report Events Supposedly Attributable to Vaccine or Immunization (ESAVI), in a timely manner (1). In addition, there is a list of Adverse Events of Special Interest (AESI), which is continuously updated by WHO's Global Advisory Committee on Vaccine Safety (GACVS) (2). These events should be monitored through active surveillance, according to the guidelines set forth in the WHO Global Manual on Surveillance of Adverse Events Following Immunization (1). As a result, the Pan American Health Organization/World Health Organization (PAHO/WHO) issued its Guidance for Implementing the Regional COVID-19 Vaccine ESAVI and AESI Surveillance System, which includes ten recommendations to strengthen national ESAVI surveillance capacities (3). One recommendation was to establish active sentinel surveillance in hospitals to monitor ESAVI/AESI in vaccinated groups (3). PAHO/WHO also recommends carrying out and intensifying active sentinel surveillance of ESAVI that occur in pregnant women who have been vaccinated against COVID-19, given the limited information available on the safety of these vaccines in the mother-child pair (3). Thus, PAHO formed the PAHO/WHO Regional Network of Sentinel Hospitals to monitor ESAVI and AESI in the Region of the Americas (1,3).

The Kingston Public Hospital/Victoria Jubilee Hospital (KPH/VJH), having satisfied a set of criteria set out by the PAHO/WHO, was selected as one of forty (40) sites forming the PAHO/WHO Regional Network of Sentinel Hospitals for surveillance of Adverse Events of Special Interest (AESI) and Events Supposedly Attributable to Vaccine or Immunization (ESAVI), due to COVID-19 vaccination. An integral component of the ESAVI/AESI Sentinel Surveillance System at KPH/VJH is to estimate baseline AESI rates in the five year period prior to COVID-19 vaccination (2016 to 2020). In order to facilitate this analysis, a back log of inpatient discharge records need to be classified according to diagnosis, coded with the standardized ICD-10 codes and entered in the Hospital Information System.

2. OBJECTIVE OF THE CONSULTANCY

The objective of this consultancy is to review the medical records of discharged patients that presented with one or more of a list of conditions with ICD 10 diagnoses codes as found on the Brighton Collaboration list of ESAVI or AESI. The records identified are to be coded and inputted in the inpatient Health Information System (HIS) at KPH/VJH.

3. SCOPE OF WORK

- a. Ensure that the basic standards for Health information Management and Patient Health Information Systems are maintained
- b. Become familiar with the PAHO Regional Protocol for Sentinel Surveillance of AESI and ESAVI from COVID-19 Vaccines (4).
- c. Become familiar with the updated list of ESAVI and AESI maintained by the Brighton Collaboration (2).
- d. Support the health records department at KPH/VJH in the provision of timely and accurate Health Information related to ESAVI/AESI Surveillance.
- e. Collaborate with the Health Records department to gather patient utilization data to facilitate ESAVI/AESI weekly surveillance reporting.

4. SPECIFIC ACTIVITIES

- a. Collect all discharge patient files after the quantitative and qualitative analysis is completed.
- b. Check discharge activity control list to ensure that the names in batch matches with the list
- c. Thoroughly review each patient record so as to:
 - i. Ascertain patient's diagnosis
 - ii. Ascertain name of procedures performed on patient
 - iii. Check to ensure that face sheet and discharge summaries are completed
 - iv. Tick relevant column on discharge activity control sheet to indicate which sections were completed
- d. Use the WHO International Classification of Diseases (ICD-10) Volumes 1 – 3 coding manuals to assign alpha-numeric codes to both diagnosis and the International Classification of Procedures in Medicines (ICPM -9) codes to procedures.
- e. Document the selected codes in the appropriate section of patient's health record.
- f. Enter the Medical Case Abstracts (MRCAs) in the Jamaica Healthcare Reporting Visualizations System (JaHRVis) indicating diagnosis, procedures, assigned codes, record number, and admission and discharge dates.
- g. Generate an anonymized list of patients with ICD 10 diagnoses codes found on the Brighton Collaboration list of ESAVI or AESI.
- h. Develop and maintain a spreadsheet of the total number of patients discharged each week.
- i. Maintain a weekly report of the volume of inpatient records coded to date.
- j. Review patient files from the period 2016 to 2021 to identify records with a diagnosis on the list of the conditions of interest

5. REQUIREMENTS OF THE CONSULTANT

The preferred candidate should meet the following criteria:

- a. Associate Degree in Health Information Technology
- b. Minimum 2 years' work experience as a Medical Coder or in a similar position
- c. Health Records & Statistics Level 1& 2 (Certificate)
- d. Possess knowledge of policies and practices involved in Health Records Science
- e. Have effective communication and time management skills
- f. Good oral and written communication skills
- g. Have good computer skills and knowledge of online platforms and mobile applications.
- h. Have good interpersonal relationship skills
- i. Demonstrate the ability to critically think, and use judgement in decision-making

6. DELIVERABLES

	Deliverable	Date Due
1.	1) Produce a summary of the total number of backlog in inpatient discharge records electronically coded the JaHRVis database 2) A report with a weekly breakdown of the volume of inpatient records coded to date. 3) An anonymized list of patients with ICD 10 diagnoses codes found on the Brighton Collaboration list of ESAVI or AESI	Week 4
2.	1) A report with a weekly breakdown of the volume of inpatient records coded to date. 2) An anonymized list of patients with ICD 10 diagnoses codes found on the Brighton Collaboration list of ESAVI or AESI	Week 8
3.	1) A report with a weekly breakdown of the volume of inpatient records coded to date. 2) An anonymized list of patients with ICD 10 diagnoses codes found on the Brighton Collaboration list of ESAVI or AESI	Week 12

7. REMUNERATION

The consultant will be remunerated at Band A of the the PAHO Salary Scale for NPC. The consultant is required to submit each deliverable and an invoice for payment as per the schedule set out in Section 6. The deliverable will be reviewed by the supervising officer and if suitable, the consultant will be paid the agreed amount.

8. REPORTING RELATIONSHIP

The consultant reports directly to the Focal Point for Immunization and Family, Health Promotion and Life Course in the PAHO Jamaica Office and will work collaboratively with the PAHO Consultant Epidemiologist, the Consultant Surveillance Officer and the National PAHO Immunization Consultant and the Health Records Administrator at the KPH/VJH.

9. EVALUATION CRITERIA

Criteria	Maximum Score
Qualifications as evidenced by the CV presented	25
Experience as a medical coding specialist	25
Experience in a public hospital setting	25
Evidence of ability to work in challenging situations and outside of regular working hours	25

10. ESSENTIAL REFERENCE DOCUMENTS

1. World Health Organization. COVID-19 Vaccines: Safety Surveillance Manual. Available at: <https://apps.who.int/iris/bitstream/handle/10665/338400/9789240018280-eng.pdf?sequence=1&isAllowed=y>. Accessed on Oct 28, 2021
2. Brighton Collaboration. Taken from: <https://brightoncollaboration.us/covid-19/> Accessed on Oct 28, 2021
3. Pan American Health Organization. Guidance for Implementing the Regional COVID-19 Vaccine AEFI/AESI Surveillance System. Taken from: <https://iris.paho.org/handle/10665.2/53340>. Accessed on Oct 28, 2021
4. Pan American Health Organization. Regional Protocol for Sentinel Surveillance of AESI and ESAVI from COVID 19 Vaccines. July 28, 2021 (DRAFT)