

## MT04900

### DATA ENTRY OPERATOR

Level 3

#### REPORTS TO (HIERARCHICAL)

Supervisor medical data entry

#### REPORTS TO (FUNCTIONAL)

Nurse supervisor

#### JOB FAMILY

Medical

#### MAIN PURPOSE

Carry out all activities related to entry of medical data into the mission database, according to **MSF** protocols and maintaining confidentiality, in order to have reliable and up to date information.

#### ACCOUNTABILITIES

- Enter medical data (e.g. patient data, dates of visit, content of prescription, viral load, etc.) in mission's database on a regular basis and according to **MSF** protocols.
- Participate in compilation of data both from **MSF** structures and from collaborating health facilities.
- Participate in the search for missing data.
- Update files of existing patients and make any corrections needed.
- Make regular back-ups of all data processed.
- Look after all equipment provided and keep recording area clean and tidy, giving special importance to all patient files.
- Report any issue concerning data management to superior
- Elaborate statistical reports when required by the medical team.
- Ensure, promote and maintain confidentiality regarding all information registered.

#### EDUCATION

Secondary education essential.

#### EXPERIENCE

None is required.

#### LANGUAGES

Local language essential. Mission language desirable.

#### KNOWLEDGE

- Able to learn and use software used for recording (i.e. Fuchia, EpiInfo, etc.)
- Essential computer literacy (word, excel)

#### COMPETENCIES

Results, teamwork, commitment, flexibility, service

