|  |  |  |
| --- | --- | --- |
| **Title:** | DATA ENTRY OPERATOR | |
| **Generic Function:** |  | |
| **Code:** | MT04900 | |
| **Level:** | 3 | **(E)** |

|  |  |
| --- | --- |
| **Position in the Organization** | |
|  |  |
| **Reports to (Hierarchical):** | Supervisor medical data entry |
| **Reports to (Functional):** | Nurse supervisor |
| **Job Family:** | Medical |
| **Supervises (Function):** |  |

|  |
| --- |
| **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. |

|  |
| --- |
| **MSF Section/Context Specific Accountabilities** |
|  |
|  |

|  |  |
| --- | --- |
| **Requirements** | |
|  |  |
| **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 |

This job description may be amended in line with the activities or evolution of the Mission.

By signing, the employee acknowledges that he/she has read, understood and accepted this document.

|  |  |
| --- | --- |
| **Employee Name/ Surname** |  |
| **Place and date:** |  |

Signature of the employee:

*(To be signed in two copies, one for the employee and one for the employer)*

**MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association.  
 Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.**