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## **MT04900**

### **DATA ENTRY OPERATOR**

**Level 3**

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#### **Reports to (Hierarchical)**

Supervisor medical data entry

#### **Reports to (Functional)**

Nurse supervisor

#### **Job Family**

Medical

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#### **Main Purpose**

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

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#### **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 **tMSF** 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.
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#### **Education**

Secondary education essential.

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## **Experience**

None is required.

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## **Languages**

Local language essential. Mission language desirable.

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## **Knowledge**

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

Results, teamwork, commitment, flexibility, service

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Generated at 2024-09-20 18:22:01 +0000

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