# 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

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