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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