MT04400
MEDICAL DATA PROCESSING OFFICER

Level 4

Reports to (Hierarchical)
Supervisor Medical Data/ Epidemiological Activity Manager/ Laboratory Manager/ Data Analyst Manager

Reports to (Functional)
Supervisor Medical Data or Epidemiological Activity Manager or Laboratory Manager or Data Analyst Manager

Job Family
Medical and Paramedical

Main Purpose
Carrying out medical data collection and entry activities into the mission database recording all relevant clinical and demographic data on patients and ensuring data quality/reliability, according to **MSF** protocols and maintaining confidentiality while producing the appropriate, updated documents for the medical team in order to support decision making processes

Accountabilities
- Performing data entry of all epidemiological information into select databases program and creating appropriate reports, providing data for project development purposes.
- Ensuring that all data entered has been authorized and that appropriate documentation has been received (patient records, treatment monitoring, etc.). Ensuring that all data entry processes occur in a timely and efficient manner.
- Ensuring all data collected and entered to databases is consistently accurate and complete. Being responsible for ensuring that quality control queries of the database are followed up, ensuring identification of data entry errors and corrections. Immediately reporting to the supervisor, any anomalies in the database
- Filing documents according to**MSF** standards
- Communicating regularly with the HCW’s, assisting in the (re)training when necessary, on proper registration of patients, proper filling of the various forms, clarifying queries, obtaining missing information and correcting errors, ensuring they have ongoing sufficient supplies of necessary hardcopy data collection forms
- Assisting in the compilation and preparation of regular reports and providing detailed information to medical and laboratory teams (weekly, monthly, according to patient treatment requirements).

Education

Essential, higher education with proven computer literacy, degree in Information and Technology (IT) or mathematics field, desirable

Experience

Minimum 2 years work experience in data entry/analysis

Language Level Description
B1 Independent User
Threshold or intermediate

- Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc.
- Can deal with most situations likely to arise while travelling in an area where the language is spoken.
- Can produce simple connected text on topics that are familiar or of personal interest.
- Can describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans.

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