# 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.

## 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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