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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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## 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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