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| **Title:** | MEDICAL DATA PROCESSING OFFICER | |
| **Generic Function:** |  | |
| **Code:** | MT04400 | |
| **Level:** | 4 | **(E)** |

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| **Position in the Organization** | |
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| **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 |
| **Supervises (Function):** |  |

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| **Main Purpose** |
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| 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 |

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| **Accountabilities** |
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| 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). |

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| **MSF Section/Context Specific Accountabilities** |
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| **Requirements** | |
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| **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 |
| **Languages** | Mission language and local language essential |
| **Knowledge** | Essential computer literacy (word, excel and internet) |
| **Competencies** | * Results and Quality Orientation **L1** * Teamwork and Cooperation **L1** * Behavioural Flexibility **L1** * Commitment to MSF Principles **L1** * Stress Management **L2** |

This job description may be amended in line with the activities or evolution of the Mission.

By signing, the employee acknowledges that he/she has read, understood and accepted this document.

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| **Employee Name/ Surname** |  |
| **Place and date:** |  |

Signature of the employee:

*(To be signed in two copies, one for the employee and one for the employer)*

**MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association.  
 Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.**