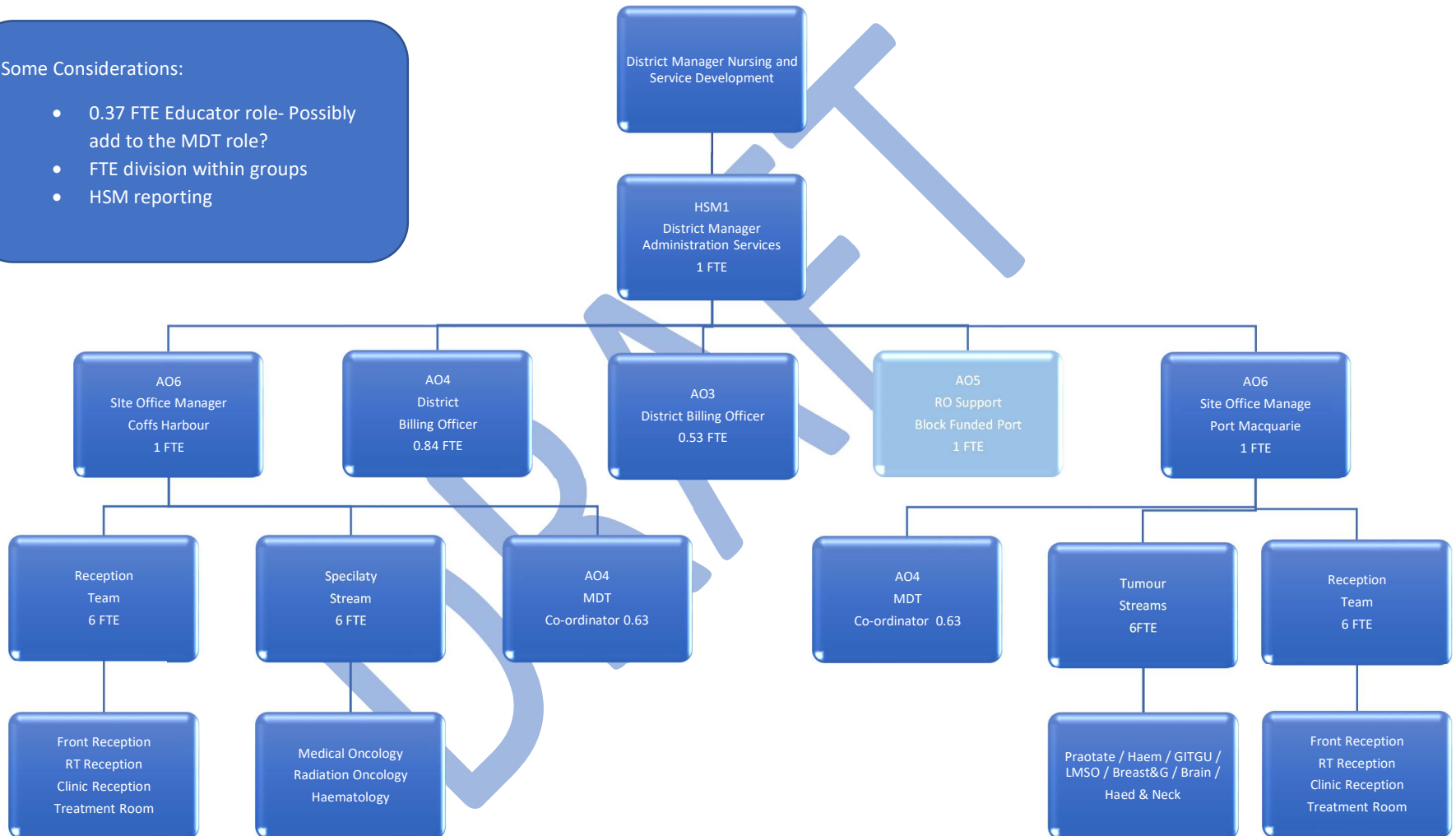


# MID NORTH COAST CANCER INSTITUTE ADMINISTRATION TEAM ORGANISATIONAL STRUCTURE

## Some Considerations:

- 0.37 FTE Educator role- Possibly add to the MDT role?
- FTE division within groups
- HSM reporting



*DRAFT Administration review structure following consultation and feedback across Coffs Harbour and Port Macquarie MNCCI Administration teams 1/12/2023*

MID NORTH COAST CANCER INSTITUTE ADMINISTRATION TEAM ORGANISATIONAL STRUCTURE

Position	Associated Duties
Manager Nursing and Service Development	<ul style="list-style-type: none"> <li>• Strategic management</li> <li>• Service development</li> <li>• Project Management</li> </ul>
Manager Administration Services	<ul style="list-style-type: none"> <li>• Overarching admin manager</li> <li>• HR</li> <li>• Recruitment</li> <li>• Procurement</li> <li>• MAMs</li> <li>• Collaboration across sites/disciplines</li> </ul>
Site Office Manager	<ul style="list-style-type: none"> <li>• Daily operational management of the facility admin staff</li> <li>• Delegation of other disciplines requests</li> <li>• Team rostering</li> <li>• Site staff profile</li> <li>• Desk top and printer tracking</li> </ul>
MDT	<ul style="list-style-type: none"> <li>• MDT Co-ordination</li> <li>• MDT patient prep</li> </ul>
Trainer/Educator	<ul style="list-style-type: none"> <li>• Training, mentoring and support of staff</li> <li>• Inservice coordination</li> </ul>
Billing Officer	<ul style="list-style-type: none"> <li>• PBRC</li> <li>• PAS</li> <li>• VMoney</li> <li>• MBS</li> <li>• Edward</li> <li>• MOSAIQ billable audit checks</li> </ul>
Reception stream	<ul style="list-style-type: none"> <li>• Front Facing</li> <li>• Phones</li> <li>• Clinic</li> <li>• Treatment room</li> <li>• RT reception</li> <li>• General Admin Support</li> </ul>

## MID NORTH COAST CANCER INSTITUTE ADMINISTRATION TEAM ORGANISATIONAL STRUCTURE

Specialty / tumour streams	<ul style="list-style-type: none"> <li>• Clinic prep</li> <li>• Referrals</li> <li>• Bookings</li> <li>• General Admin support</li> </ul>	
<b>Title</b>	<b>Level</b>	<b>District</b>
District HSM1	HSM1	1
District billing	A04	0.84
Billing assistance	A03	0.53
Administration Officer - Radiation Oncologists – <i>block funded</i>	A05	1
		<b>3.37</b>
<b>Coffs</b>		
Office Manager	A06	1
MDT	A04	0.63
Trainer	A04	0.37
<b>Reception</b>		
Front	A03	3
Clinic	A03	1
Treatment room	A03	1
RO reception & bookings	A03	1
<b>MO/Haematology Team</b>		
Prep	A03	1
Referrals	A03	1
Admin Support	A03	1
<b>RO Team</b>		
Prep	A03	1
Referrals	A03	1
Admin Support	A03	1
		<b>14</b>
<b>Port</b>		
Office Manager	A06	1
MDT	A04	0.63
Trainer	A04	0.37
<b>Reception Team</b>		
Treatment Room	A03	1
RO Reception	A03	1
Front	A03	3
Clinic	A03	1
<b>Tumour Streams</b>		
TS 1 prep referrals	A03	1
TS 2 prep referrals	A03	1
TS 3 prep referrals	A03	1
TS 4 prep referrals	A03	1

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MID NORTH COAST CANCER INSTITUTE ADMINISTRATION TEAM ORGANISATIONAL STRUCTURE

Bookings	A03	1
Administration support	A01	1
		<b>14</b>
		31.37

*Shaded= further discussion required/under consideration*

**Please Note: Any positions which are new or have changed > 10% in their PD will have to go through grading. This structure is subject to budget and executive approval as well as grading.**

*This is also just another draft for consideration. Again trying to incorporate more feedback.*

DRAFT