

**Subject:** Radio Heatherwood Presenters Newsletters  
**From:** "Secretary" <Secretary@radioheatherwood >  
**Date:** 25/05/2003, 06:24  
**To:** Radio Staff



The Radio Heatherwood staff newsletters took many styles and methods of production during its publications.

We have recreated an issue distributed by email to radio staff and also posted on the staff noticeboard.

This newsletter originally published as above date.

The only changes made to these emails have been the removal of personal phone numbers and email addresses.

### **Background Story to Email:-**

News 24.05.2003

*PJ Davidson-Smith Former Secretary*

**Subject:** News 24.05.2003  
**From:** "Secretary" <Secretary@radioheatherwood >  
**Date:** 25/05/2003, 06:24  
**To:** Radio Staff

Hi Team

This weeks news and updates.

### **New Play List**

The new playlist comes into operation two weeks from today on the 7th June. With the launch of Rhapsody will come the use of the new playlist. To ensure this is adhered too, items which need to be played at the appropriate breaks can only be taken from the pc. I have removed today all copies of the jingles on cd or md.

This is your last chance to get up to speed with the use of wavecart before we go live.

### **PlayList Conventions**

A reminder to all that the conventions on the use and filling in of the playlist are marked at the top of each list. The most common failing in this dept is the use of fillers and the record number, not inserted. If it's your own cd/md, record: you should fill in the record number as O/R,O/CD,O/MD.

And finally a reminder that if it's a request the "Y " should be ringed.

### **Missing CD 232**

The Genesis CD 232 is still missing, please double check your bags to make sure you haven't placed it in one of your cases.

### **Trainee's**

Those who are new to the station and still listed as trainee's, should be aware that the operations manual and studio policy book is there for you to read and familiarise yourselves, not only with our guidelines but also the guidelines imposed on us by the Radio Authority and other bodies.

Please take time out, to make yourselves up to date with our guidelines.

In the training section you may find something which might surprise you " No Fillers from trainee's " WHY ?

The majority of the manual is still valid, it is due for an update in some areas but the majority is still current policy.

### **New Mike Holder Studio 1**

I have today fitted a new mike holder to studio one main mike. This suspends the mike in a rubber cradle. This limits the vibrations from the wooden console being picked up by the mike.

#### **Adjusting the position of the Mike Tilt**

If you need to adjust the tilt angle of the mike don't grab the mike to adjust it, grab the bracket attached and move it backwards or forwards to adjust the tilt.

Initial feedback, is the mike is a lot quieter.

If it proves useful, all mike holders will be changed.

### **Ward Feedback**

If you do get any comments back from the wards from patients on the radio, don't forget to share these with your colleagues. Leave a note in my tray.

### **Poetry & Spoken Word Etc**

We have a number of famous poems read by various artists which will appear in the studio after next week. However if you come across a cd with short stories, This could be useful to us. The stories should be no more than 15-20 mins in length.

## Personal Details

A reminder, if your personal details change i.e. phone no's address etc, don't forget to let me know.

## What Happens After the Launch of Rhapsody ?

The future development of the radio is going to be governed by the introduction of the hospicom service on the wards. We need to see what the feedback will be from the patients and staff to make a judgement on how we develop the programming of Rhapsody and what our efforts should be directed at.

I have a number of ideas which we could possibly explore but these are on ice until such times as hospicom is complete and Rhapsody training is ended.

That's all folks

Regards

Peter J Davidson-Smith

Radio Heatherwood & League of Friends

Heatherwood Hospital Ascot Berks.

[www.lof-heatherwood.org.uk](http://www.lof-heatherwood.org.uk)

[www.radioheatherwood.org.uk](http://www.radioheatherwood.org.uk)

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