

Subject: Radio Heatherwood Presenters Newsletters
From: "Secretary" <Secretary@radioheatherwood >
Date: 08/06/2003, 06:43
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 etc 08.06.03

PJ Davidson-Smith Former Secretary

Subject: News etc 08.06.03
From: "Secretary" <Secretary@radioheatherwood >
Date: 08/06/2003, 06:43
To: Radio Staff

Hi Team
Some news etc

Hospicom

I attended meeting Friday last with the coordinator from the trust. Some good news from the meeting but also some concerns. Heatherwood has completed all it's wiring and work has progressed to the second stage with the fixing of the wall brackets in the Maternity unit. Maternity is the first unit to go live. Unfortunately the hospital have decided that the radio station does not need to be connected from the start, and so isn't. The orthopaedic wards will be next after the maternity. A number of issues raised at this meeting means a further one needs to be arranged.

New Playlist

The new playlist comes into use from today and you will see there is a change to the program structure slightly to match Rhapsody. When filling it out, remember all items from the computer have a number and this should be entered in the appropriate boxes. CD no's should be the first six characters i.e. cd0001(06). The last two digits are the track number(Not Required).

Where we have marked patient information as Mandatory you should play one item as well as one item from one of the other grey categories in that break.

Additions

This week I have added some new mixes to the comedy trailers you made earlier. These carry short clips from the comedy shows which will be transmitted. they can be found in the program trailers category and are numbered Jcom9000-9006. They are all very similar apart from the fact the position of your insert changes on each one.

Station Output

Last week nobody spotted that the output was very low and was poor. This would have been reflected in low signal on the fader for Rhapsody as well as the listening radio in reception. Do take time to monitor the signal via the radio during the evenings so that if there is a problem you will spot it.

Water Bottles

Under the tea bar there is 4 large water bottles which were left over from yesterday's launch. Don't throw them away, as we can use them to get more supplies from ward 10.

New Program Schedules

When carrying out the ward rounds make sure you have copies of the schedule on the clipboard to give to new patients and to leave in empty bedside lockers. Alan & I went round all the wards yesterday afternoon and placed one in each bed and in the leaflet racks at the end of the ward.

Ward Staff

In addition to the leaflet drop yesterday each ward staff were given 4/5 mugs each with a leaflet to make the staff aware of the new service.

Voice Tracking Programs

I intend to hold a further Thursday evening training session, with the emphasis on voice tracking a program for upload to Rhapsody. This is dependant on your response to this email. If you are interested let me know.

Ward 10 Loan Radio's

Yesterday was the first time I had visited the wards for some time because of the engineering work. The box in the cupboard below the sink at the nurses station, was overflowing with radio's with dead batteries in. Always remember to check here if you need radio's for patients.

Free batteries

A lot of the radio's were issued yesterday with free batteries to encourage listening.

Ascot Week 16-21 June

Don't attempt to get to the studio's during this week to do your programs. As in previous occasions with the amount of traffic on the roads it can be too difficult. The only live programs will be provided on the Saturday.

Saturday Cover

Any volunteers for next Saturday.

Local Events

The first local event which needs promoting is the hospital fete on Saturday 5th July. If you want to make a trailer for the fete here is the details:-

On Saturday 5th July Heatherwood Hospital will be holding a fete and Open day to celebrate 80 years of Heatherwood Hospital. The fete will be opening at 2pm and celebrity Bruce Forsythe will officiate. There will be lots to do for all the family, face painting, barbecue, children's chocolate hoop, cocktails, and a photo exhibition plus many other items. Do tell your family and friends. Saturday 5th July 2pm till 4.30pm the Heatherwood Fete.

Happy Birthday

On Tuesday 10th June Radio Heatherwood will be 27 years old.

Special Mention

A big thankyou to Sylvia & Alan for helping with the entertaining of our guests yesterday. It was much appreciated. And not forgetting John Murphy for ensuring that the link to the news was perfect (Phew) Glad that's over.

Rhapsody Launch

The Launch of the Rhapsody service went without a hitch and a report on the day will be posted on the web site shortly.

Regards

Peter J Davidson-Smith

Radio Heatherwood & League of Friends

Heatherwood Hospital Ascot Berks.

www.lof-heatherwood.org.uk

www.radioheatherwood.org.uk

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