

Subject: Radio Heatherwood Presenters Newsletters
From: "Secretary" <Secretary@radioheatherwood >
Date: 01/01/2005, 08:18
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:-

Radio Heatherwood January 2005 Newsletter

PJ Davidson-Smith Former Secretary

Subject: Radio Heatherwood January 2005 Newsletter
From: "Secretary" <Secretary@radioheatherwood >
Date: 01/01/2005, 08:18
To: Radio Staff

Hi Guys and Girls some info for you for January

Happy New Year From all the Team
""Think Radio Heatherwood, Listen Radio Heatherwood""

Essential Maintenance

During the shutdown I spent two and half days at the studio's carrying out essential work at the studio's. This included the dismantling of the mixer in studio two. The replacement of the main power on switch for studio two, fixing the light fitting studio two. Cleaning the studio's and consoles. Adding new software to the computers and new keypads for studio one and two.

New Keypads

New keypads added for the studio's will I hope prove useful as they will allow you to fire off the decks in wavecart without moving away from the mike and you will find that it is easier. These are located alongside the mike arms. They are light to the touch, so no need to bash them. Do Not attempt to reposition them elsewhere.

Note of Caution if you press the key for a deck and it doesn't fire, make sure you haven't pressed the number lock key by accident. This would change the function to navigation mode only.

Existing keyboard still has all the functions as before but repeated keystrokes has been improved, you don't have to wait so long to repeat a key. Some feedback on these would be welcome.

Script Holders

The script holders have been removed from the studio's to accommodate the new keypads. If you find you want the script holders back, let me know. These will only return if I receive enough interest.

Security Badges

All the new badges have now been issued. We seem to be gathering a large amount of these on the hook in the production area. Can I ask that all those who have theirs on the hook to remove them and keep them on your person. I carry mine in my glove compartment of my car. Security badges which are personal must not be left on show for anyone to take away.

Recruitment And the Trust

By now you would have all received your contracts to sign for the trust. The other part of this for us means more administration for yours truly as every individual who wants to be a volunteer must provide two written references.. This means additional postal costs and delays as we secure these references.

Car Park Permits

The replacement permits are in your trays. A reminder do not park in the public areas or in the preferential permit holder spaces.

Cable Driver 1

Last month I did a temporary repair on this. Radica visited us in Mid December and have now done a full repair and moved one of the Aerials to a new position. The staff who will benefit from this change are the diagnostic staff where the new MRI scanner will be installed.

£100 Donation From BMW

Due to the efforts of Ian Shephard we have been donated £100 from Ian's employers. This is once again good news. We can never have enough money. Our thanks go out to Ian for securing the donation.

Ward Cards Removed

The turning over of the ward cards has been ditched. See note below

Ward Rounds

A reminder if you visit the ward and get zero requests, make sure it's marked in the matrix as Zero. If you don't visit the ward leave the column blank. If you visit the ward and you get no access Mark "NA" in the column.

The normal start point of ward 4 does no longer apply. You should be covering the wards where the previous night hasn't visited. This way we can hopefully even out the requests. Before you go on ward rounds look at the request log in the book to see where you need to visit. The "p" column is for postal requests not porters!!! These should be counted as staff.

Ward Round Statistics

On the notice-board at the studio's you will see the latest data from our ward rounds and you will notice for each of our own nights, areas which need improvement I.a. stop missing out the same wards.

Donation £1000

Back in the November newsletter I detailed the project Talk Talk which was devised as a way for sponsors to support the radio. Barry Moor on Saturdays is a staff member of BA and through the application form that Barry submitted we have secured £1000 for the project. There are no plans to launch into this just at the moment. Training is my major concern.

Training And Trainee's

Efforts are being made to complete the new team for Mondays. I would hope by the end of January this will be the case. The BCVS have run the advert in the local papers twice in the last month. We have two people interested who are going through the new recruitment process at the moment and are possible's.

This year will see all efforts into our training of all staff. I along with others will be spending additional visits to the studio's to try and raise the game for everyone. New training guides for each level of training are nearing completion and these will be available to staff on the web site and in the studio.

Alan Holder

The bionic vinyl man will be rejoining Tuesdays after his long absence. He's having to learn to drive again but Carol is there to help him shouting from the back seat all the instructions he needs!!. It will be great to see you Alan.

Official Bit (Opening and Closing)

We have been recording our output in MP3 format for the last year and I have been listening to some of the programs. We have all of 2004 on CD with the exception of a couple of weeks.

A habit we have got into, is some presenters giving out over the air either at the start or at the finish saying words like " here's the official bit/ legal bit " Wrong.

Our requirements for Ofcom(Formerly Radio authority) is that we date stamp our recordings with the announcement of the date by the presenter at the beginning of live sessions and at the end. There is no need to inform the listeners that this is the legal/official bit.

When you launch into the statements on the cue sheets it's read the statement out and launch into your show or read the statement out and return to rhapsody. The patients do not need to know this is the official/legal bit. They don't do this on commercial radio or the BBC so Hospital Radio is no different. Please refrain from saying legal/official bit.

Radiobank

New patient info's added, is the NHS no smoking campaign with Barry doing his interview bit. Plus DVLA drink and drive trailers. We have a nice selection of patient info trailers don't forget if you see a leaflet around the hospital for a local service/event these could add to our growing patient info's.

New Mugs

The new mugs are in the studio and available to be given to well deserving patients on the wards. Have Fun In Bed With Us should be a bit of a talking point for patients.

Western Australia

Radio Heatherwood has opened a branch in Western Australia. On the run up to Christmas the following came in:-
Hello radio heatherwood.

Your site is brilliant and I am so excited to think you may play a tune for my darling daughter. Her name is Nicole Line and she is being admitted on Thursday 16th December at 8.30am to have an op on her knee. As I live in Perth Western Australia I would be so very grateful if you could let her know how much I love her and am thinking about her every minute.

Please would you play anything by JK for her, that would be just brilliant.

Thank you so very much.

Lesley Dawid

We responded to her email sadly her daughter would have come in as a day patient. I thanked her for her comments. It's nice to know we are now world wide!

Newsletter Feedback

The newsletter is not just about me letting you know what's happened on the management front it's also there for you to let us have any feedback you may have received whilst on the wards.

Personal Information

A reminder to all, if any of your personal details change, phone no's etc address car registration etc. Let us know so that we can keep the info up to date.

That's All for Now

Well Done Team

Regards

Peter J Davidson-Smith

Radio Heatherwood & League of Friends

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