

Subject: Radio Heatherwood Presenters Newsletters
From: "Secretary" <Secretary@radioheatherwood >
Date: 20/03/2005, 09:06
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 March 2005 Newsletter

PJ Davidson-Smith Former Secretary

Subject: Radio Heatherwood March 2005 Newsletter
From: "Secretary" <Secretary@radioheatherwood>
Date: 20/03/2005, 09:06
To: Radio Staff

Hi Guys and Girls some info for you for March.

I hadn't intended to produce a newsletter for March as February was a short month and there hasn't been that much news coming through. However I thought I would use the news letter as an opportunity to highlight some areas of improvement in our technical skills and presentation. News First

Wednesdays Closes

Last Wednesday was the last for some time as a further member decided to leave through work commitments. Only one person left on the team. We have had no other option but to close the night.

Departures

Matthew Robinson from Wednesdays has decided that work commitments have forced him into the position of no longer attending on a regular basis. Matthew had been with the station eight years. He started on a Wednesday moved to Mondays but returned to Wednesdays. Matthew was appointed the coordinator for the introduction of Rhapsody.

It's always disappointing for us when a member of staff leaves with such a long service record. We have wished well and thanked him for his service.

Hospicom Breakdown

Last month I enclosed the copy of the email which detailed a number of issues with regard to Hospicom. As you might expect there has been no response as yet ?

New Recruits

The station will welcome Helen Simpson to the team. Helen will be training on Mondays with the view to moving to Thursdays. Helen Starts on Monday 4th April.

An applicant who applied to us back in January was due to start during March But on the day of his arrival he sent an email to Sarah saying aspects had changed in his private life and was moving from the area. (Thanks Mate !!!!)

We have had enquiries from four others in the last few weeks. We are actively pursuing these but it's a long time from applying to starting. The new procedures imposed upon us from the trust means its' taking about 8 to 12 weeks before a person can be started.

Music Knowledge

To all our younger members of the station. The music you listen to in your car or at home should reflect the type of music you will have to play on the hospital radio If you are listening to any other radio station other than radio 2 then you are unlikely to pick up your knowledge on the sort of music you will receive requests for. Different times of the day/week they cover all genre's. Time to retune I think.

Patients Requests

Each Saturday I try and take some time out to listen to some of the recordings from the previous week. I don't wish to name names here, but habits which we pick up some are good others are not so good.

When we announce a record to be played for i.e. Doris on ward 4 and it's say a singing record, do you think Doris would be pleased if you are still waffling on over the top of the record ? or she has chosen a classical piece of music and you are waffling on. ?. It certainly wound me up and I'm sure the patient didn't like it.

The correct manner for us, is to announce the record and let it play and only come back after the record has played.

Terry Wogan and co may take great delight in talking all over the records, but we play and adhere to a different type of radio. Patient is King and records chosen by any patient should be played in full without any further interruptions from us.

Those who have picked up this habit, should review their presentation style.

Roger and I will be monitoring this closely.

A patient who chooses a record which is personal to them will hopefully remind them of a good time in their lives we shouldn't spoil it for them!!!!

Ward Rounds

I shall be posting new charts soon on the wall which shows the current pattern by nights. It is much improved and figures are beginning to even out for all wards. Every ward must be given a fair chance of making requests.

MRSA Cross Infection

A reminder about hospicom terminals. No swapping of headsets under any circumstances.

Websites

In my spare moments I have been trying to spend some time on getting the web team pages up to date. We are still short of copy from individuals. The team pages are important as I think when potential recruits look at the web site they may be encouraged to join. How about it guys all those who haven't done so, pick up that pen now !!

Official photographer for the station is young Shep from Mondays if you need a picture.

Faults And Fault Reporting

On the playlists is an area for recording any faults you may encounter. This is not the only method you can highlight this. If there is not enough space on the playlists use a sheet a paper and leave it in my tray. A much better way to do this would be to email me, that way I can see and ask you questions.

Major problems whilst at the studio, I'm only a phone call away.

Loss Of Focus

A reminder to all staff the actions you can take to resolve this. This is described on page 37 of the companion. If all else fails, you should restart the program or re-boot the computer.

Studio Clocks

The studio clocks in both studio's have been changed. All clocks are now back on time.

Handing Back To Rhapsody(Not At The Top Of The Hour)

Handing back to Rhapsody where you are not finishing at the top of the hour is still causing problems for a number of people and I wish to highlight some actions and good practice here.

1) **Always use instrumental music to do your closing speeches. Never Use Songs Where An Artist Is Singing. (Patients will say to the next nights team" Oh he talked all over the records last night")** This closing speech should include a run down of who broadcast during the live session.

2) The last words you say, before handing back should be the words including the time and date which are on the cue sheet..

3) Use the web page to see what's coming next. In addition PFL Rhapsody fader so that you are aware of what is actually playing.

4) When you open the fader for Rhapsody make sure you close all other faders for items you may be playing.

5) The fader for Rhapsody should be opened to a point which mimics maximum volume on the meters for a music source I.e. at 4 to 5.

6) Having completed and adhered to all of the above you may throw the key.

This procedure is only applicable for those who are trying to return to the half hour and not the news.

Why is volume level for the Rhapsody fader important. Have you ever been in your car and you turn the radio on and unknown to you the volume control is at maximum. You end up jumping out of your skin as you then make a grab for the volume control.

Now think of a patient with close fitting headphones and you have the Rhapsody fader open with low volume and then you throw the key. Maximum volume being delivered by the Rhapsody computer is immediately switched to the distribution network. Patients then have to be pulled of the ceiling!!!.

In summary you must always allow yourself enough time to do all of your closing speech. The music you use is an instrumental. The last words you say are the official lines as indicated on the cue sheet. You can PFL the Rhapsody fader and use the web page to hear/see what's happening. The volume level of the Rhapsody fader should be as high as any music source you put through the mixer. If you have done all this then you may throw the key.

Finally if you can throw the key or enter back into Rhapsody at a point which isn't halfway through an item/record it will sound better. Fading your instrumental out as you fade up Rhapsody is much easier, and sounds better.

Organ Donation Adverts

After Easter new adverts for using the organ donation service will be part of the patient info's

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.

Hope the Easter Bunny Gives What You Want !

Happy Easter to You All

Regards

Peter J Davidson-Smith

Radio Heatherwood & League of Friends

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