

**Subject:** Radio Heatherwood Presenters Newsletters  
**From:** "Secretary" <Secretary@radioheatherwood >  
**Date:** 31/07/2005, 08:27  
**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 Newsletter August 2005

*PJ Davidson-Smith Former Secretary*

**Subject:** Radio Heatherwood Newsletter August 2005  
**From:** "Secretary" <Secretary@radioheatherwood>  
**Date:** 31/07/2005, 08:27  
**To:** Radio Staff

Hi Guys

Some summer news for you

### **Program Material**

Here is a web site which is bulging with facts etc which you can gain some material for your shows

<http://www.didyouknow.cd/>

Don't go overboard when using any of the material

### **New Library Computer.**

The new library computer will be up and running from next week. I will be placing a reminder card on the wall next to it on how you should power up and power down the machine. It is very important that we turn it off properly each night.

The old computers will be removed within 14 days.

### **New Volunteers**

The station has welcomed Celsio D'souza to Mondays. Celsio will be a permanent member of this team.

### **New Posters**

Copies of the new ward posters are in the studio. Hope to have copies for the wards shortly.

### **Wavecart**

The default status of wavecart opens with Loop turned on. This function asks the deck to reload and queue the next item. As from today the program will start up with this turned off( Red ). This will mean a new item will reload if it's a kart but will not Re-queue the item. This option change is to avoid items running in when you have queued two decks and not remembered to turn loop off.

### **Web Site**

Need I Say More ? ( Still Waiting ). Peter, Lucy, Ian B, Martin.  
Rumour Control

My spies tell me that ward 3 will be renovated one side only and the other turned into a training area?

### **30 Years Of Radio Heatherwood**

Next June Radio Heatherwood will be 30 years old. In preparation of this event I am looking at having some professional sung jingles which will id radio heather. In addition we will be looking at having a special all day broadcast plus having some memorabilia made up. If you have some ideas Love to hear them.

### **Feedback**

Don't forget this news letter is about sharing stories and your experiences with the patients and staff, How about sharing them ?

### **Feedback Jingles**

New feedback jingles are now playing out on Rhapsody and are available for live assist. These are asking patients to write in and tell us their views on the Radio.

## Broadcast Times

On your ward rounds when collecting requests. If a patient is new to the service make sure you hand over the green leaflet and the mauve broadcast times leaflet.

## Training

We have 7 people in various stages of training. A reminder to all our trainee's you can speed your development up by making sure you are always on time, and make yourselves available as much as possible, you read the suggested items and above all take on board our suggestions!. Two words mean a lot Thank you occasionally would not go a miss to your colleagues who are assisting you in your development.

## Ian Shepherd

Ian Shepherd that well known superstar has been asked to take on the role of Team leader for Mondays. Congratulations and well done to Ian for his continued commitment to the radio and his enthusiasm for the role. I'm sure you will all give Ian your support.

Well Done Mate!

(Ps If you get Pregnant you can't have maternity leave Ian! )

## Sarah Irving

Sarah will leave this month to start a family, we shall be sorry to say Goodbye. Sarah has been with the station just over a year. I'm sure you will all wish to send your own personal goodbye's to Sarah.

(Ps I think Sarah will be looking for some baby sitters soon any volunteers? )

I've been baby sitting Roge For Years !!!!!

PJ

## Hand Wash

I have installed an anti bacterial soap dispenser above the sink. If you need to wash your hands, paper towels are also now provided. Whilst out on the wards don't be afraid to use the red gel units. I'm sure the trust will be well pleased that we are assisting in their fight against mrsa.

## Record/CD Theft

Not a subject that I would like to put into the newsletter. Should never happen theft of a charities assets, but it does CD 102 van Morrison has been switched for a badly damaged cd which doesn't have one of our labels on. To the individual who has perpetrated this deed you are the lowest of the low and be sure your deed will be your downfall. We are watching you and when we have the evidence you will be sacked. Not Pleased with you at all. PJ

## Power On Switches

I have replaced the two power on switches today. This is only after they were replaced not so long ago.

## Ward 1G

This ward does have a reasonable signal on the inductive loop. Requests from staff can now be heard on their ward radio.

## Live Assist

If you don't use the karts live assist master or the 1234 breaks when you select for a break if the break has the patient info marked as mandatory you should be playing this item on it's own or in conjunction with one other event.

## PPL

The latest info coming in from PPL is not looking very good. We should know finally what our course of action will be in the next few days. We have signed our contract and declared our record content as 13,000. It looks like we may need to reduce this considerable so as not to pay commercial rates of 25p per song per year.

Any reduction in our music on PC will mean an immediate shutdown of the computers whilst we reduce the records and re-build all the music karts and artist karts as well as producing 42 new playlists for the rhapsody machine. And that ain't no 5 minute job.

## Timekeeping

A reminder to everyone here, if it looks like you are going to be late or you can't make it, do inform your teamleaders as early as possible.

That's All for Now

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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