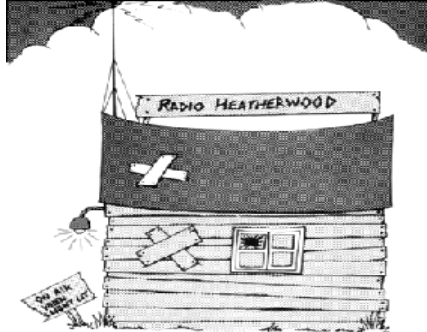


Subject: Radio Heatherwood Presenters Newsletters
From: "Secretary" <Secretary@radioheatherwood >
Date: 01/09/2005, 07:54
To: Radio Staff



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 September 2005

PJ Davidson-Smith Former Secretary

Subject: Radio Heatherwood Newsletter September 2005
From: "Secretary" <Secretary@radioheatherwood>
Date: 01/09/2005, 07:54
To: Radio Staff

Hi Guys

Some news and info for you

PPL

We have had our invoice from PPL and the station will be liable for an annual fee of £232 inc vat each year. This is based on a record count of 13,000 records on the computer. We currently have 12,900. This means there will be no significant additions to the rhapsody service of new material.

Departures

Martin Gillate is no longer a member of the Radio Station.

New Presenter

At the end of August Ian Butcher has been passed out as a full presenter. Losing his trainee status Ian has come a long way since his arrival. We hope Ian will be with us for some years to come. Well Done Ian.

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.

A reminder to switch the wall sockets off at the end of the evening.

New Volunteers

The web site has now got an on-line application form for all new recruits. The shortened version allows us to assess whether it's worth sending out an application form. The potential volunteer receives an automatic email immediately and hopefully this will save us some postage money.

New Posters

After the fiasco last month of not knowing the log changes for the hospicom terminals I shall be working on a new set of instructions for a new poster and locker leaflet.

Wavecart

Don't forget to delete your old stacks if you are not using them

Web Site

We are now up to 99% of input from presenters which is the first for us. the web site has been running for 4 years now. Some changes to all the pages have been taking place over the last few weeks.

Two major improvements are the on-line application form for new recruits and the second an on-line form for people to send a request to someone in Heatherwood. These forms as well as making it easier for visitors will produce confirmation emails to the originator automatically and also send copies to whoever is listed by me.

This in mind the request form will generate emails to Roge, Shep And Dave. and the original to me with a confirmation to the request originator. The idea for this, if the patient selects your night for

the request, it will be up to your team to see that the request is played. If there are any problems I will reply to the originator.

Those with broadband when looking at the team night pages will see a little video of the presenters pictures at the top of the page. It runs five times and then stops.

Over the coming months I hope to add to the web site with some mug winner pictures and patients on the wards.

Ward 3

As mentioned last month ward 3 is undergoing some work. Be vigilant in checking the transmitter as the man with the cutters will no doubt make a showing.

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.

A number of suggestions has come in and we will be reviewing them and picking what is practical. Keep them coming.

Feedback

For month's I have been asking for your experiences or feedback from the ward rounds, last month Helen wrote:-

Doing the patient request rounds last night an elderly lady on Ward 5 said the following to me:

"You all do such a wonderful job at the radio. It is so nice to have somebody come and talk to me and break up the monotony of my day"

Her husband was visiting her and also thanked me for coming over to talk to them. They ended up requesting a Vera Lynn tune.

I remember you saying patient feedback is good to hear - and this lady was certainly grateful of us last night. Unfortunately she was going home today otherwise you could have said hello to her on Saturday.

The newsletter is not just about me banging the drum it's about your experiences as well!

Broadcast Times

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

Training

We have 5 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.

Sarah Irving

Sarah finished on Monday 22nd August(Still waiting for the feedback guys).

I have posted a thankyou letter to Sarah wishing her well.

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.

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.

I know we keep on about this but it seems the message doesn't get through and nights can be sabotaged by inconsiderate individuals.

Ward Rounds

I have entered the request numbers into the excel spreadsheet and there has been an overall improvement in rotation of wards.

On the chart don't fill in with dashes it's either "0" for no requests " NA" for no access or "Number" the number of requests.

New Library Program

Haven't had any feedback on this so I guess you are all not having any problems !

Well Done Team

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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