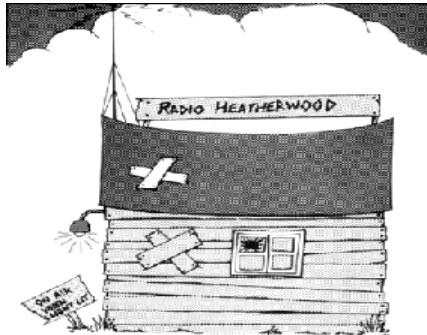


Subject: Radio Heatherwood Presenters Newsletters
From: "Secretary" <Secretary@radioheatherwood >
Date: 08/04/2006, 12:45
To: Radio Staff



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 April 2006

PJ Davidson-Smith Former Secretary

Subject: Radio Heatherwood Newsletter April 2006
From: "Secretary" <Secretary@radioheatherwood>
Date: 08/04/2006, 12:45
To: Radio Staff

Hi Guys

Here is a newsletter for April

As you may have noticed we didn't provide one last month due to commitments to other areas.

PJ Takes a Back Seat

As from the end of April I will not be carrying out any training or taking on any tasks as my wife Den is due to go into hospital to have a hip replacement. I will be busy doing the hoovering ironing and cleaning at home (No change there)

I will still be popping in on a Saturday to deal with any urgent problems.

30 Years Programs

These notes are on the noticeboard.

Start Times

In case you missed it

In recent weeks we have been listening to the programs being broadcast in the weekday evenings, and it would seem that depending on which presenter opens up, we either get the news, have half the news or no news at all at 7pm.

In the light of this which doesn't sound very professional when taking over, we have decided that **broadcasts will now start at 7.03pm** as soon as the news has concluded. All presenters opening up must wait for the news to finish and then start their programs.

The news does not need to be taken during your evening sessions.

In addition to this if you are going to finish at the top of the hour you must allow yourself enough time to hand back so that the news can be broadcast in full.

This is with immediate effect, No exceptions

Engineering

Last time we told you about the money which has been shelled out since December. The league kindly agreed to replace our emergency fund £525 at a recent meeting.

Studio Two Turntables

The left hand turntable has suffered a broken power on switch like the right hand one. By the time you read this hopefully I would have made a fix, It means the turntables in this studio will power up when you turn the studio power on. Stopping the deck will be through the fader start only.

Web Site

The man with a plan has added some copy. Visit the Monday page for the update. Don't forget if you want to add to your profile or want to change it. Just send it through and we will update at no charge.

Patients Requests

It can happen to anyone you select the wrong record and announce the selection. If you play the wrong record you should play the correct one ASAP. If it means running late so be it. A record not

played for a patient is a world of grief for the next team night collecting requests. It also sends them a message " oh I asked forand they never played it, they played the wrong record " one disgruntled patient telling the rest of the ward denies us further listeners.

Carrying Patients Requests over until the following night !

Following on from above this past month saw an incident in which 7 requests were carried over until the following night. I have already discussed this with the team concerned but it's worth a mention here. We do not under any circumstances fail to play requests on the night they are taken. the high turnaround times of patients means they could leave the following day before the other team has played it. Also someone waiting to hear their request will not be pleased when they find out you didn't fit their request in. 6 requests per half hour only.

If a patients wants to give a request and asks for it to be played later in the week that's ok.

No Carry Over's to the following Night, We Don't Do It

Training

Cels James and Helen will hopefully complete their training on Thursday 13th April. The first Thursday after Easter will see a change round for some staff and the official launch of Thursdays. Well Done Guys

Sweatshirts

I have been inundated with feedback on this ?????

Keeping in Touch Email I Don't Reply, I Can Ignore That

The only way we keep things running is the free exchange of information about various issues. Presenters who have the email and ignore requests for a reply make my life harder and delay items being implemented.

Having to send reminders about subjects I could do without!

Yeah we have all done it ignore the emails at work or just don't comment. We are all too busy to comment!!!

Here's an example two weeks ago I sent out about web site update (I didn't have one reply or comment)

Sweatshirts were delayed as we chased people to respond !!

Lets all not forget we are all trying to make patients experience of the radio and Heatherwood as pleasant and as nice as possible. We can't progress if we don't know what your thinking or doing?

Please Please be helpful on this !

A reply is always nice, at least I then know you have read it and have not fallen off the edge of the planet Heatherwood !!!!

Ward 10 Discharge Lounge and Cardiac Monitoring unit

The league of friends has granted £48,000 to be used by ward 10 to set-up the cardiac monitoring unit and also provide a patient discharge lounge. This should be completed by the end of April.

Pictures For Web Site.

It would be really nice if we could get some nice new pictures of the broadcast teams and individuals patients and staff for the web site Any takers ?.

That's All For Now

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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