

Radio Law Information
Pack
Presenters & Ward Visitors



Introduction

Hello and thanks for showing an interest in joining Radio Law. Hopefully this booklet will answer some questions that you may have and give a brief insight into hospital radio.

If you still have questions after reading through this pack then please feel free to ask when you come along for an interview.

You will also find an application form along with this pack that you should complete and send back via post to the secretary.

Whilst reading the following information I hope you learn that there is much more to voluntary work in hospital radio than just playing music. Albeit that is our main objective, playing the music the patients request to make their stay in hospital that bit more bearable.

We are always happy to hear from people interested in our day to day operations and have members from all walks of life, background and age.

Some people join to become radio presenters, some join to have fun at roadshows, others like the fundraising aspect, some join to get out meeting new people and making new friends, while others enjoy request collection and meeting the patients – their listeners.

Whatever reason you have for joining I am sure you will have an enjoyable time and will love every minute of it.

The Secretary

FREQUENTLY ASKED QUESTIONS

What Is Hospital Radio?

Hospital Radio is a closed circuit radio service that is piped directly to the patients' bedsides. Basically it cannot be heard on a standard radio. The programmes are tailored especially to the needs of the patients in that particular hospital.

There are well over 300 hospital radio services throughout Britain ranging from small one-man operations in just one hospital to large services with over a hundred members and serving many hospitals in their area.

Here in Lanarkshire there is one service at present, Radio Law that operates within the Wishaw General Hospital,

About Hospital Radio

Hospital Radio is a British National charity that cares for patients in hospital by providing them with a local friendly voice to listen too when they are at their lowest. The majority of hospitals in Britain have a hospital radio service, which is run entirely by volunteers. The funding from these stations comes from donations and fundraising events.

Hospital radio is mainly for patients but also benefits those who want to spend their free time doing something they enjoy.

The range of people that are part of hospital radio is amazing, a typical hospital radio station can have from the age of 16 to 90!!!. This helps those who want to get away from retirement to do something they enjoy or give someone a taste of life in media if that was a career path they wish to choose.

About The HBA

The Hospital Broadcasting Association (**HBA**), more formally known as the National Association of Hospital Broadcasting Organisations Ltd. (**NAHBO**) is the national charity that supports and promotes Hospital Broadcasting in the UK.

The HBA is managed by a committee elected from its membership and is staffed entirely by volunteers. As well as promoting Hospital Broadcasting and representing its members, the HBA offers its members a variety of services as well as professional advice. Nearly 300 individual broadcasting stations have joined the Association, representing around 10,000 volunteers.

Full Membership of the HBA is open to any hospital radio or TV service in the UK. Hospital Broadcasting organisations in other countries, as well as individuals and companies interested in Hospital Broadcasting, can join them as Associate Members.

All over the UK, patients can hear music, news and information from their local hospital radio service. There are also a handful of hospital television services. The Hospital Broadcasting Association is the national body, representing around 260 local stations.

What's Involved In Being A Volunteer In Hospital Broadcasting?

Radio Law provide a special service to hospital patients, but it's not just about presenting programmes! Keeping the station running takes a lot of work, and most stations expect volunteers to help with a range of the jobs involved. That includes ward visiting and request collecting, fundraising activities and cleaning the studio, as well as operating the studio equipment and presenting programmes.

What Skills Do I Need?

You should be able to communicate well in English. It helps if you are outgoing and enjoy meeting people, especially for collecting requests on the wards or fundraising for your station. You don't need expert knowledge of music, nor any technical expertise - most important is a willingness to learn!

Do I Have To Go On Air?

Most members want to be involved in programmes but you won't be forced to speak on air if you don't want to! You'll be equally welcome if you just want to visit the wards, chat to the patients and collect requests, or if you just want to do the technical side.

How Much Time Will I Have To Give?

You'll be expected to make a regular commitment, such as one evening a week or fortnight if you're involved with a programme. Plus there may be fundraising events or outside broadcasts at weekends. (Because stations are run by volunteers, most activities happen in the evenings or at weekends.)

Presenting a show doesn't just mean turning up at the studio and going on air - it means visiting the wards to collect requests, finding the records in the library, doing the programme, and putting everything away afterwards.

Is There An Age Limit?

Our volunteers range in age from their Late-teens to retirement, and beyond. Many hospitals have a minimum age limit for volunteers; or the hospital station will set its own limit, often for insurance reasons. Our minimum age is eighteen.

What Will It Cost?

Radio Law's annual membership is one of the cheapest we know of at £5.00 per annum provided you complete at least two outdoor events or store collections per year. Where as we have heard of stations south of the border charging between £15 to £20 per annum.

You'll have to pay for your own travel to get to the studio and events.

What Training Is There?

It varies, but you should first visit the wards with a more experienced member. Then as you move on, you should get an introduction to presenting and a technical course for the equipment.

Most stations have an audition for all would-be presenters - and even people who've done hospital, student or professional broadcasting before are expected to take it!

Will Hospital Broadcasting Help My Career?

Any voluntary work can be put on your CV to impress a future employer (and that applies to any job, not just the media), but nothing is guaranteed and for every one who's gone on into a job there are hundreds who haven't.

Remember too that hospital stations exist to benefit the patients; not as a training academy for would-be journalists and presenters! However, it's all good experience - many professional broadcasters started in hospital stations and we'll be happy to share our skills with you as long as you support a range of station activities.

Do I Have To Do Hospital Radio To Work In The Media?

No. Although to be honest it would stand you in good stead if media was a job avenue you would like to pursue. Like every other job in the world there are apprenticeships and trainees.

If you have hospital radio on your curriculum vitae it may well stand you in good stead. Hospital radio is a very good training ground. You will pick up script writing skills, timing, editing, voice art and Radio Law now has state of the art computer software that is used in many radio stations up and down the country.

If you are conversant in this then a potential employer would see it as an asset. For they would not need to train you and spend hours of their precious time in the studio.

Albeit there are many people who work in media have never set foot in a hospital radio station. Yet they have still been very successful.

What About Media Courses in Further Education

Yes. This is another avenue that could be pursued and prove to be very successful. Many of the skills gained from these courses are invaluable and would most certainly help further your career.

But let's not forget that getting a job in the media is one of the perks of hospital radio. The main reason we exist is to make the ill patients stay in hospital that little bit better and hopefully help them to a speedy recovery.

Finding the station

By Car:-

Radio Law is just off the A721 Glasgow Road, on Netherton Street, Wishaw.

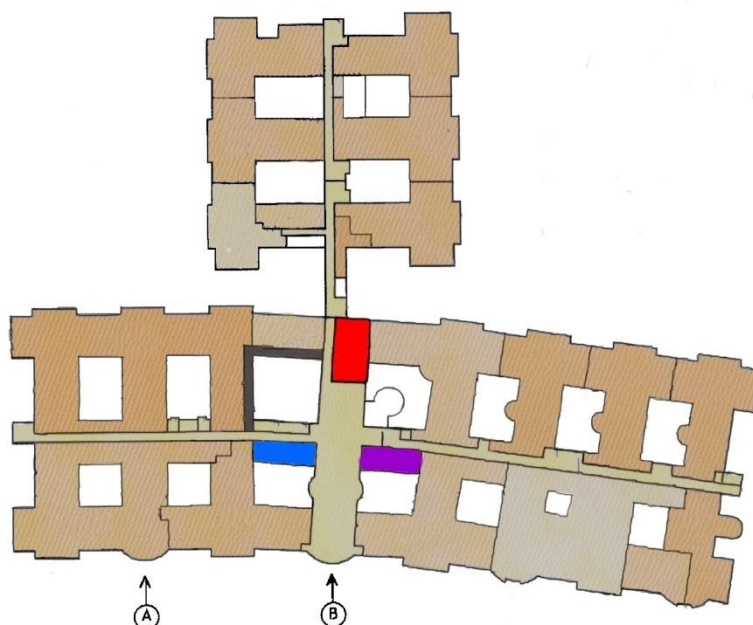
By Bus or Train:-

There are busses to the hospital from the surrounding areas, as well as regular trains to Wishaw and Shieldmuir railway stations.

Finding us in the hospital

Once inside the main entrance through main doors go straight ahead where you will find a newspaper shop on your left and a flower shop on the right.

Go through another set of double doors and we are behind the staircase that faces you.



KEY TO DIAGRAM

Red

Blue

Purple

A

B

Radio Law

Paper Shop

Flower Shop

A & E Entrance

Main Entrance

You can always phone anyone at the station if you get lost when you come for an interview.

Telephone / fax : 01698 373773

Telephone : 01698 366836

Radio Law Application Process & Timescales

1. Request for information pack.
2. Information pack dispatched usually within 7 days.
3. Application received. Considered by committee. Within 4 weeks.
4. Interview arranged if suitable. Within 4 weeks.
5. If successful trial period arranged. Normally within 2 weeks subject to availability of trainers.
6. Support given during trial period.
7. If successful full membership granted or trial period extended or trial terminated.

Please note we are unable to discuss your application with others except referees.



RADIO LAW Trialist Guidelines



- Trial period as decided by the committee will begin when committee contact you to begin your trial from an agreed date.
- The committee can terminate trial period at any time for any reason.
- You should attend Radio Law no less than 2 hours per week at allocated times only. These times will be agreed with the Secretary.
- If you know a Radio Law member you should not attend the station as a visitor during your trial period. So that you are only being trained by one person.
- You shall attend the monthly meetings at which you will have no vote until you become a full member.
- If you cannot attend the station due to illness etc you must advise the secretary and your trainer if you don't have contact details then ask.
- You should be prepared to take part in PR duties such as can collecting on a Saturday a minimum of 1 PR event attended is required during trial.
- This list is not exhaustive and normal studio rules also apply.
- Please also note Radio Law has a constitution in place and various policies around data protection, protection of vulnerable people, rehabilitation of offenders to name a few please contact the secretary to get a copy of these.

Electronic and Written Print

From time to time there may be a need to write or publish stories on the internet or in the local press which may include your name and or photograph.

If you do not wish for this to happen then please fill out the form below and return to the secretary.

I.....Do / Do not give permission to use my name or photograph in any press release relating to the activities of Hospital Radio Law.

Signed..... Print

Date.....



APPLICATION FOR MEMBERSHIP

Thank you for your interest in helping Radio Law. So that we can give your application the consideration that it deserves, please complete this form in full, and then return it to the address shown below. Radio Law cannot always offer membership and the issue of this form does not imply such an offer. Thank you.

PERSONAL DETAILS

Name _____

Address _____

Post Code _____ Date of Birth _____ E-Mail _____

Home Number _____ Mobile Number _____

Occupation _____

Employer/School College Attended _____

GENERAL

Do you have a driving licence? _____ If yes, do you have your own transport? _____

Where did you hear about Radio Law? _____

Why are you interested in helping? _____

Please describe your main skills. _____

What other interest do you have? _____

POSITION APPLIED FOR

Listed below are areas of work undertaken by Radio Law, please circle those you would like to take part in.
 (Please note that ALL MEMBERS are expected to get involved in fundraising and ward visiting)

Fundraising	Yes	Engineering	Yes / No
Ward Visiting / Request Collecting	Yes	Publicity	Yes / No
Presenting	Yes / No	Programmes	Yes / No
Outside Broadcast Team	Yes / No	Library	Yes / No
Request Collecting	Yes / No		

GENERAL COMMENTS

Please add any other comments you feel may be relevant to this application.

AVAILABILITY

Radio Law members are allocated to teams, please indicate which evenings you would like to volunteer (whilst we need a regular commitment, this does not commit you in any way – it's a helpful indication to us). If circumstances regarding attendance should change please contact the Secretary / Program Controller.

Sunday 6pm-10pm

Thursday 6pm-10pm

Monday 6pm-10pm

Friday 6pm-10pm

Tuesday 6pm-10pm

Saturday 6pm-10pm

Wednesday 6pm-10pm

Notes

REFERENCES

Please give the names and addresses of two character referees. They should not be related to you.

Name _____ Name _____

Address _____ Address _____

Postcode _____ Postcode _____

Tel _____ Tel _____

Relationship _____ Relationship _____

DECLARATION

I certify that the information I have provided is correct.

Signature _____

Date _____

The Secretary
Radio Law
Wishaw General Hospital
50 Netherton Street
Wishaw
ML2 0DP

TEL: 01698 373773 or 01698 366836
E-Mail Radiolaw@freenetname.co.uk