

Cotswold Hospital Radio

The Patient Station



Information and Application Pack

Cotswold Hospital Radio Application Pack – Version 3 issued: April 2010

Registered Charity No: 270610

Basement Studio's,
1 College Lawn,
Cheltenham,
Gloucestershire,
GL52 7AG.

10th May 2009

Dear enquirer,

Thank you for your interest in hospital radio, in particular the Cotswold Hospital Radio.

Please read through the information in this pack carefully; it will give you a good idea of what is involved. If, after reading it, you would like to apply to join us then complete the application form and return it to us at the address given. Our Membership Secretary will then be in touch to arrange an interview with you and, if successful, you will begin your trial membership. If you have not heard from us within two weeks of posting your form please contact Membership Secretary by email so that we can check that it has in fact reached our studio through the NHS internal mail system.

We look forward to hearing from you.

Iain Holmes
Station Manager
Cotswold Hospital Radio

Welcome to Cotswold Hospital Radio

• History of Cotswold Hospital Radio

We began as Cheltenham Hospital Radio in 1974. We then began broadcasting as Cotswold Hospital Radio to Cheltenham General and Gloucestershire Royal Hospital, St Paul's Maternity and Gloucester Maternity Hospitals in 1976.

Over and above anything else Cotswold Hospital Radio is primarily a Ward Visiting Service. Our feature programme is called the **Patients Postbag**, a request programme. Each evening patients can hear their favourite piece. Whether it be Music, Poetry, Literature or even Theatre.

Cotswold Hospital Radio is a registered charity run by volunteers. We produce programmes especially for patients in Cheltenham General Hospital and Gloucestershire Royal Hospital. We broadcast 24 hours a day, 7 days a week.

We are also members of the Hospital Broadcasting Association.

The running of Cotswold Hospital Radio is done in accordance with its Constitution, by its Management Committee.

Cotswold Hospital Radio is self funded, we hold fundraising events regularly. However, there are friends who support Cotswold Hospital Radio with their generosity.

• Hospital Broadcasting in the UK

All over the UK, patients can hear music, news and information from their local hospital radio service. There are even a handful of hospital television services.

Hospital radio aims to provide comfort and entertainment to patients in hospital with a special mix of music and chat. The service also keeps patients in touch with their family and friends with music requests and local news items.

Like all hospital stations, Cotswold Hospital Radio is run entirely by volunteers. We have no paid staff and get no regular income from the NHS or other Government sources.

The biggest reward for a hospital broadcasting volunteer is to make a patients time in Hospital a little easier.

• What's involved in being a volunteer in hospital broadcasting?

We provide a special service to hospital patients, and only a small part is 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.

It helps if you are outgoing and enjoy meeting people, especially for collecting requests on the wards or fundraising for Cotswold Hospital Radio.

You don't need expert knowledge of music, nor any technical expertise, most important is a willingness to learn and be part of a team and be able to make a regular commitment.

• 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.

- **How much time will I have to give?**

You'll be expected to make a regular commitment, such as one evening a week from 6.00 pm to 10.00pm 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?**

Cotswold Hospital Radio requires that members are 18 and over.

- **Do we offer Work Experience?**

No. Sorry. Cotswold Hospital Radio can not offer Work Experience due to our age restriction.

- **What will it cost?**

The annual membership fee at Cotswold Hospital Radio is currently £15 a year (£10 for students, retired and those in receipt of benefits).

You'll have to pay for your own travel to get to the studio and events, but you will be provided with an ID card for ward visiting and fundraising.

- **What training is there?**

It varies, but you will first visit the wards with a more experienced member and get used to chatting to patients, you should get an introduction to presenting and a technical operation of the equipment.

- **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.

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.

- **How do I find Cotswold Hospital Radio?**

The Cotswold Hospital Radio studios are at Basement Studios, 1 College Lawn, Cheltenham, Gloucestershire, GL52 7AG. the phone number being 01242 245245. The web site address is www.patientstation.org.uk and you can contact us by email to join@patientstation.org.uk

- **I phoned/emailed Cotswold Hospital Radio – but I'm still waiting for a reply?**

As at most stations, membership inquiries are dealt with by one person

If you ring 01242 245245 during the day you'll probably get an answering machine and be asked to leave a message. Please make sure you leave a daytime and an evening contact number.

MEMBERSHIP APPLICATION FORM

for
Cotswold Hospital Radio

Please print and complete this form and post to:

The Membership Secretary, Basement Studios, 1 College Lawn, Cheltenham,
Gloucestershire, GL52 7AG.

About You	
Title:	Name
Address:	
Postcode:	Telephone (Home):
Telephone (Work):	Telephone (Mobile):
Email:	
Occupation:	
Date of Birth:	

You and Cotswold Hospital Radio	
How did you hear about Cotswold Hospital Radio	
Do you have any connection with any other members of Cotswold Hospital Radio?	
Why do you wish to join Cotswold Hospital Radio	
Listed below are areas of work undertaken by Cotswold Hospital Radio, please tick those you would like to take part in. (please note that fundraising and ward visiting are compulsory unless Code Of Conduct Para 25 is applicable).	
Fundraising	<input checked="" type="checkbox"/>
Ward Visiting	<input checked="" type="checkbox"/>
Broadcasting	<input type="checkbox"/>
Technical Operating	<input type="checkbox"/>
Programme Support	<input type="checkbox"/>
Cotswold Hospital Radio members are allocated to teams, please indicate which evenings you would like to volunteer.	
Monday 6-10	<input type="checkbox"/>
Tuesday 6-10	<input type="checkbox"/>
Wednesday 6-10	<input type="checkbox"/>
Thursday 6-10	<input type="checkbox"/>
Friday 6-10	<input type="checkbox"/>
Saturday 6-10	<input type="checkbox"/>
Sunday 6-10	<input type="checkbox"/>

Important Notice

Please note:

That all applicants will be subjected to a Criminal Records Bureau check. Full membership status is dependent upon results of this check which may take up to 3 weeks.

Cotswold Hospital Radio can not always offer membership and that the issue of this form does not imply such an offer. Details of membership subscription fees are contained in the covering letter. Please do **not** send any money now.

This application form is valid for a period of two weeks from date of issue. You will be informed of the outcome of your application within 4-6 week.

Data Protection: personal data supplied by you will be used only for the purposes of membership administration.

Your Signature

Please sign and date your application

Sign

Date