

# LHBS Staff Training

## Introduction

Training is divided into three sections, Ward Visiting, Programme Presentation and Technical. This will enable everyone to have the experience of all the work that is carried out by the hospital radio station. It is hoped that the schedule can be completed in 9 weeks, but this can vary a great deal according to the time available to trainers and trainees as well as studio availability.

All new members should first start by visiting wards, learning ward etiquette, meeting and talking to patients, collecting requests, and making sure the patients know about the service we provide. This should be followed by an introduction to all aspects of programme presentation hearing the different kinds of programming produced by the station. The technical side will give you a basic knowledge of the different types of equipment used and their basic working principles. It is expected that you arrive on time for each training session. If you miss a session, it could be sometime before we can reschedule. All new staff will be accompanied by a station member during ward visiting.

## Ward Visiting

*You should know.....*

1. Location of wards and what they specialise in.
2. Convenient times for visiting.
3. How to ask for permission BEFORE entering a ward.
4. How to approach patients, and when NOT to approach them
5. Carry your ID/membership card at all times while you are on the hospital premises
6. Collecting requests and how to fill in a request form properly.
7. Rules regarding appearance and hygiene/hand sanitation.
8. Use of the computer database to search for requested songs.

## Programme Presentation

*What you will learn.....*

1. Differing styles of programming and presentation.
2. Studio etiquette.
3. Studio layout. Studio mixing desk. Studio switching.
4. Setting correct programme levels/PFL pre fading channels.
5. Use of Myriad play-out system.
6. Other outboard equipment.
7. Using a microphone.
8. When to talk, and when not to talk!
9. Reading a request/report/item of news.
10. Talking over a music bed.
11. The telephone system. Putting a call to air.
12. The studio clock. Back timing to top of the hour.

## Technical

*The stuff you will need to know (but may never use).....*

1. Audio editing using Cool Edit Pro/Adobe Audition.
2. Production techniques/ Commercial Production
3. Studio indicators/alarms
4. Station security.
5. Outside broadcasts. ISDN/Comrex/ipDTL systems.