



***Information & Application Form***

HOSPITAL  
▶ RADIO ◀  
*ipswich*  
*Your Bedside Friend!*

Charity Number: 268114

Hospital Radio Ipswich  
The Ipswich Hospital NHS Trust  
Heath Road  
Ipswich  
Suffolk  
IP4 5PD

Dear Potential Volunteer,

Thank you for your interest in volunteering for the Ipswich Hospital, in particular volunteering as a member of Hospital Radio Ipswich, which is part of the Ipswich Hospital's Voluntary Services department under the Coordinator Ed Millar.

According to the Ipswich Hospital website 'volunteers carry out many diverse tasks including administrative and clerical duties, our welcome service, ward support, feeding patients and gardening in different areas of the hospital.' For more information on Voluntary Services please visit the webpage:

<http://www.ipswichhospital.nhs.uk/getinvolved/voluntary-services.htm>.

Hospital Radio Ipswich in particular provides radio entertainment for all the patients within the Ipswich Hospital where our volunteers go ward visiting around the hospital to collect music requests from patients, staff and visitors to be broadcast on our live request shows. The patients are our number one priority and our unique selling point amongst public and commercial radio stations. We're not a community radio station; we're a hospital radio station that is around today because of patient demand and the support of our dedicated volunteers. Our schedule provides a wealth of entertainment from specialist shows such as Nightmoods, Étude con G, Lunchtime Jukebox and Chapel Talk to our live request shows and the Tiger Club for the young people. We broadcast a service 24/7 via Channel 1 on the Hospedia patient entertainment service & online – [www.hri.org.uk](http://www.hri.org.uk).

If you are interested in volunteering for Hospital Radio Ipswich please read through this information pack, fill out the application form and send to:

Membership Secretary, Hospital Radio Ipswich, The Ipswich Hospital NHS Trust, Heath Road, Ipswich. IP4 5PD.

Alternatively, please register your interest by using the Contact Form on our website and we'll forward your e-mail to the appropriate person. We look forward to hearing from you.

The Membership Secretary  
Hospital Radio Ipswich

Your Bedside Friend!



Welcome to Hospital Radio Ipswich. Thank you for your interest in us. Please find below information relevant to our organisation and an application form. We look forward to hearing from you.

## **History of Hospital Radio Ipswich**

- ❖ *Hospital Radio Ipswich, also known as HRI, began in 1971 from the boiler house at Anglesea Road where we broadcasted to the wards of the Anglesea Road hospital site. In 1974 we moved to the present Heath Road site and broadcast free of charge to all the wards at Ipswich Hospital NHS Trust via the Hospedia Communication system.*
- ❖ *We are a registered charity run by volunteers; we primarily provide a ward visiting service to collect music requests and then consequently produce programmes specifically for the patients of Ipswich Hospital. Our flagship request shows are broadcast every evening between 8pm and 10pm where the patients can hear their favourite music played from Abba to ZZ Top. Currently, we broadcast 24 hours 7 days a week on Hospedia Channel 1 and via our website too.*
- ❖ *Hospital Radio Ipswich is self-funding, raising money for our station by providing music and/or a PA system to members of the public requiring our mobile disco and hold regular fundraising events, which we expect all our volunteers to be involved in.*
- ❖ *The running of Hospital Radio Ipswich is done in accordance with its Constitution with the aid of the Executive Committee, which is elected yearly at the AGM held in October.*

## **Hospital broadcasting in the UK**

- ❖ *Hospital Radio Ipswich are members of the Hospital Broadcasting Association, which unites all the Hospital Radio stations together meaning 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. Hospital Radio Ipswich in particular also broadcast football commentary for all home Ipswich Town games thanks to the support of the Ipswich Town Football Club – [www.itfc.co.uk](http://www.itfc.co.uk).*
- ❖ *Similarly to all hospital radio stations we are run entirely by volunteers with no paid staff or no regular income from the NHS or other government sources so the biggest reward for Hospital Radio is to make a patients time in hospital a little easier.*

### **What volunteering at Hospital Radio Ipswich involves**

- ❖ *We provide a service to the patients of The Ipswich Hospital NHS Trust whereby only a small part is about presenting programmes. Keeping the station running is a lot of hard but enjoyable work where we expect volunteers to help with a range of jobs including ward visiting and request collecting, fundraising, engineering, administrative duties, domestic cleaning as well as operating the studio equipment and presenting programmes.*
- ❖ *If you're a member of the Executive Committee you are also likely to be doing voluntary work at home in connection with your role and if you're a presenter you're also likely to be undertaking show preparation at home or at the studio.*
- ❖ *When it comes to broadcasting you won't be forced to speak on air if you don't want to and if you don't want to be involved in programmes you're equally welcome to visit the wards, chat to the patients and collect requests.*

### **Age limit**

- ❖ *Hospital Radio members are predominately 18 years and over but consideration will be given to younger members between 16-18 years, however this is at the discretion of the Ipswich Hospital NHS Trust's Voluntary Services Coordinator.*

### **The Membership Fee**

- ❖ *As we are self-funding, our Constitution states that each Hospital Radio Ipswich volunteer pays a joining fee of £10 and thereafter an annual membership fee of £10 a year. Membership is renewed every September prior to the AGM in October. The joining and subsequent membership fee is mandatory requisite of being a volunteer of Hospital Radio Ipswich and is completely separate to the Voluntary Services department.*

## Required Skills

- ❖ *Regardless of what skills one possesses there is always something that someone can do. All our volunteers come with a wide range of experiences and attributes that makes them successful at what they do and they don't necessarily all have the same skills.*
- ❖ *Though, it would help if you can communicate well in your own way and enjoy meeting people especially for request collecting on the wards and fundraising for Hospital Radio Ipswich.*
- ❖ *You don't need expert knowledge of music, nor any technical expertise, but most importantly a willingness to learn, be part of a team and able to make a regular commitment.*

## Definition of Regular Commitment

- ❖ *Regular commitment means at least a weekly appearance at Hospital Radio Ipswich in whatever role you've volunteered to do and to partake in any fundraising / disco events outside of the studio.*
- ❖ *As Hospital Radio Ipswich is run by volunteers most activities happen in the evenings or at weekends. For example, if you're involved in the flagship request programme you can expect to be at the studio from 6pm till 10:15pm, which includes time for ward visiting, finding the music requests in the library, doing the programme and putting everything away afterwards. At our station presenters don't just turn up at the studio and go on air!!!*
- ❖ *If evening's aren't for you there are a handful of volunteers who come up weekly during the day for various tasks related to Hospital Radio Ipswich but many volunteers can be seen volunteering in the evenings or at the weekends.*

## Work Experience and Training

- ❖ *Hospital Radio Ipswich does not offer any work experience placements but if your specialism is radio we suggest you try your local public / commercial radio stations.*
- ❖ *As a volunteer the training you receive will be dependent upon your role with us but **every** volunteer will start with ward visiting accompanied by an experienced volunteer. They will help you become accustomed to and understand the ward visiting protocol as well as how to operate the Hospedia patient entertainment systems. In addition, **every** volunteer will learn how to use the library database to search and record music requests on our computer network.*

- ❖ *If you want to volunteer during the day that is not a problem, but due to our resources you can expect to be trained in the evening or at the weekends with our experienced members before transferring to the day and working on your own initiative or in a team.*

### **Your career as a paid employee**

- ❖ *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 everyone who has gone onto a job in radio there are hundreds who haven't. However, it's all good experience regardless of your career choice and we'll be happy to share our skills and knowledge with you as long as you support a range of station activities.*

### **How to apply to Hospital Radio Ipswich**

- ❖ *As stated in the letter at the beginning of this pack to apply to be a part of Hospital Radio can either be done via the Contact Form on our website – [www.hri.org.uk](http://www.hri.org.uk) – or completing and sending the application form found on the next page to Membership Secretary, Hospital Radio Ipswich, The Ipswich Hospital NHS Trust, Heath Road, Ipswich. IP4 5PD.*

### **Contacting Hospital Radio Ipswich**

- ❖ *Our studios are located at our postal address: Hospital Radio Ipswich, The Ipswich Hospital NHS Trust, Heath Road, Ipswich. Suffolk. IP4 5PD.*
- ❖ *To call us please dial 01473 704666.*
- ❖ *To e-mail us please visit our website – [www.hri.org.uk](http://www.hri.org.uk) – and fill out our Contact Form.*
- ❖ *Please note that membership enquiries are dealt with by one person, if you ring Hospital Radio Ipswich during the day you'll probably get an answering machine and be asked to leave a message. So that we can return your call it is essential that you leave your name, message and a contact number for day and evening.*

### **What happens next?**

- ❖ *Upon receipt of your completed form you will be contacted to attend an informal interview with the Membership Secretary, references will be taken and a DBS request made (previously CRB). Subject to the satisfactory outcome of these requests, you will be sent a Voluntary Agreement to sign and return. You will then be provided with an ID badge, which must be worn at all times when on site.*

## MEMBERSHIP APPLICATION

*Please fill out your personal details: -*

|   |  |                  |
|---|--|------------------|
| <b>Title: Mr, Mrs, Other</b>  |  |                  |
| <b>Surname:</b>   |  |                  |
| <b>Forenames:</b>   |  |                  |
| <b>Address:</b>   |  |                  |
| <b>Postal Town:</b>   |  | <b>Postcode:</b> |
| <b>Email Address:</b>   |  |                  |
| <b>Telephone (Home):</b>  |  |                  |
| <b>Telephone (Mobile):</b>  |  |                  |
| <b>Contact name &amp; number of a friend/relative:</b><br><i>(in case of emergency)</i> |  |                  |
| <b>Date of Birth:</b>   |  |                  |
| <b>Do you hold a British Driving Licence?</b>   |  |                  |

*Please highlight / circle the choice(s) most relevant to you: -*

|  |  |   |
|--|--|---|
| Can you commit to a minimum of<br>6 months?<br><b>Yes / No</b> | Can you commit to a minimum of<br>3 hours per week?<br><b>Yes / No</b> | When are you available to<br>volunteer?<br><b>Morning, Afternoon, Evening,<br/>Weekend or Anytime</b> |
|--|--|---|

### **DECLARATION**

I understand that anything I hear or learn concerning individual parties, in the course of my duty as a volunteer, must be treated in the strictest confidence.

Volunteers are asked to wear their identification badges while on duty.

You are aware that volunteers should follow infection control procedures at all times and must always get professional help if patients ask for help.

I accept and agree to abide by both Hospital Radio Ipswich and the Ipswich Hospital NHS Trust Voluntary Services policies.

I accept and am aware that being a volunteer of Hospital Radio Ipswich requires me to pay a joining fee and annual membership fee.

I declare that the information given on this form is true and complete to the best of my knowledge and belief.

I do not object to the above information being held on computer.

*Please sign & return your completed form to:*

*Membership Secretary, Hospital Radio Ipswich, The Ipswich Hospital NHS Trust, Heath Road, Ipswich, Suffolk. IP4 5PD*

|                |              |
|----------------|--------------|
| <b>SIGNED:</b> | <b>DATE:</b> |
|----------------|--------------|