

INDUCTION FORM

Now that you have become a trainee member of Hospital Radio Chelmsford you will need to satisfy the following criteria in order to be eligible for full membership. The purpose of completing this form is to demonstrate your ability and commitment to the Service. This is your record towards achieving full membership. Once you have completed a task you must ensure that either your Duty Officer or a member of the Committee signs your induction form at the time

FULL NAME

Prior to allocation to team and commencement of ward visiting you need to understand the following:

1 Health and safety knowledge, be familiar with :

- a. Know the location of the fire exits
- b. Know the location of the fire extinguishers and fire alarm
- c. Know the location of the first aid kit
- d. Know the appropriate procedure in the event of fire
- e. Be aware of the need to report any accidents and potentially dangerous hazards

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Trainer initials: Signature of trainer:

2 Orientation:

Where are the key locations you will visit during volunteering. The studios, wards, car parks, toilet facilities, Porters Cabin, Medical Academic Unit and Spice of Life Restaurant

Trainer initials: Signature of trainer

3 Ward Visiting- request collecting guidance:

Either undertake group session or one to one to describe procedure for visiting wards and communicating with patients

Trainer initials: Signature of trainer

REQUEST TEAM

4 Ward Visiting (You are required to go ward visiting 8 times)

	Date	Wards if known	Trainer initials/ signature:
1			
2			
3			
4			
5			
6			
7			
8			

5 Basic studio awareness

	Date		Trainer initials/ signature:
1		Is aware that they shouldn't eat or drink in the studios.	
2		Is aware of access to the complex including ID badges, door code and intercom button to press in ward corridor if door shut, also door release button to leave studio area	
3		Aware if leaving the studio last to check building is secure, windows are door shut, powered down and to advise switchboard for Security to secure corridor once we're out	
4		Phones- knows how to check answerphone, transfer calls and where to leave any messages for the Committee or find left messages. Know what contact details are- address, website, phone number, extensions.	
5		Is aware of Record Library PC and searching for vinyl/ cds.	
6		Can power up and down studios and log into Myriad	

6 Studio care and upkeep

	Date	Duty	Trainer initials/ signature:
1		Cleaned studios i	
2		Cleaned studios ii	
3		Maintained cd library	

TOWARDS FULL MEMBERSHIP APPLICATION

In order to apply for full membership you will need to have been a trainee member for at least three months.

7 Attend one General Meeting of organisation

Date of meeting: Sign off:

8 Fire safety seminar (held by Trust's Fire Officer)

Date attended: Sign off:

Reviews

During your trainee membership it will be beneficial to you and your Duty Officer to have regular informal review meetings to discuss your progress and any training requirements. You should aim to have regular reviews which will be prearranged between yourself and your Duty Officer at a time convenient to you both. It is up to you what you wish to discuss at these meetings, but the following suggestions might be helpful:

- 1 **General Progress**- how do you feel you are getting on at Hospital Radio, which elements do you enjoy, which elements could be improved. Do you have any issues you would like to discuss, or suggestions to further the aims of the service?
- 2 **Presenting**- how are your presenting skills progressing. Do you need any more support in this area, can your Duty Officer or Membership Development Officer give you advice or arrange training to improve.
- 3 **Technical Training**- how are your technical skills coming along. Do you need any further training, does your studio test need booking at this point
- 4 **Membership** -Are you at the stage you are ready to apply for full membership because you have fulfilled all prerequisites.

Review Date	Notable points/ actions to follow up by member/ DO or MDO
1 month	
3 months	
6 months	
12 months	