

Role Description for Ward Visitors

Overview:

01. Ward visitors are not required to be involved with the actual presentation of the request programme. Their main role is to visit the wards and collect requests from the patients.
02. After collecting the requests they are not required to help with the presentation of the programme, they can briefly assist with the programme and then can go home or can do non-broadcast activities.
03. It is expected they will be involved with other non-broadcasting aspects of the station as required e.g. Fund raising.

Responsibilities:

01. Attend the studio at least 60 minutes before the start of the request programme or at any other times as agreed with the Programme Controller.
02. To collect requests from people passing by the studio or visit the wards for at least 45 mins. as stipulated on the ward visiting rota and to collect requests. There is no need to return to the studio before the start of the programme if insufficient requests have been collected you can continue collecting requests whilst the presenter starts to the programme.
03. To help patients sign on to Hospedia system.
04. To sort out the requests and locate the music.
05. Conduct audience surveys as and when required.
06. Help keeping the Studios clean.
07. It is expected that you will be involved with any fund raising events organised by the Station.

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