

HOSPITAL RADIO PERTH

GENERAL RULES OF CONDUCT

ONE **DEFINITIONS**

In this document

The term "Organisation" will refer to Hospital Radio Perth.

The term "Committee" will refer to the managing committee of Hospital Radio Perth.

The term "Member" will refer to any full, associate or probationary member of Hospital Radio Perth

TWO **IDENTIFICATION BADGES**

Members must wear Hospital Radio Perth identification badges whilst visiting the wards and where appropriate or instructed when representing the Organisation.

THREE **IMAGE**

Members must project a tidy appearance and behave in an orderly manner while representing the Organisation.

FOUR **ACCESS WITHIN THE HOSPITAL**

Members should heed any advice from hospital staff regarding access to any part of the hospital. Unless by specific invitation, all areas of the hospitals other than the Hospital Radio Perth premises, wards, dining room and public areas are strictly out of bounds.

FIVE **WARD VISITING**

When ward visiting, members must:

- a) On entering a ward obtain permission from the Ward Sister or person in charge.
- b) Ask if there are any patients who may be too ill to be visited or who should be avoided for any other reason.
- c) Advise a member of ward staff before changing hand-held radio units.
- d) Never interfere with charts, documents or ward equipment.
- e) Advise the Ward Sister or person in charge when leaving the ward and thank them for allowing access.

When dealing with patients, members must:

- a) Introduce themselves and explain and demonstrate the listening equipment if necessary.
- b) Be sensitive, taking into account the patient's condition and that they may consider being addressed by their forename to be unnecessarily familiar.
- c) Be aware of the patient's right of confidentiality.
- d) Be courteous (even if the patient is rude) and thank them for their time on leaving.

SIX **BROADCASTING**

Members may not broadcast unless they have been advised that they have successfully completed the demo tape procedure or have been advised in writing that they may broadcast in a specific and detailed manner.

Programming is strictly scheduled. Any person who fails to broadcast the required content or in an inappropriate manner may be subject to disciplinary action. Members will ensure that at all times broadcasting is carried out in an impartial manner with due regard for taste and decency.

Broadcasting will be carried out within the confines of the Codes and Guidelines laid down by the Radio Authority, Office of Communications (Ofcom) or any other such body that governs broadcasting organisations.

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SEVEN

INVOLVEMENT

Members will at all times remain impartial to hospital politics.

Members should not enquire into a patient's illness or patient care.

Members must not make agreements or arrangements on behalf of the Organisation, but should pass on any queries or suggestions to the appropriate Committee Member.

EIGHT

NOISE

Members must not enter the studios when the "mic live" light is illuminated and should take care not to make excessive noise in the premises when live programmes are being broadcast.

NINE

ABSENCE

Members must inform the appropriate Committee member (e.g., the ward-visiting co-ordinator, programme controller or sports editor) personally as soon as possible if it becomes apparent that they will be unable to attend their assigned duties.

TEN

ALCOHOL AND SMOKING

Members must not attend whilst under the influence of any intoxicant. Consumption of the same is forbidden on hospital premises.

Smoking is prohibited in all areas of the hospital including the Organisation's premises.

ELEVEN

EQUIPMENT

Members must not use any of the Organisation's broadcasting, recording or computer equipment unless they have been trained by the Organisation in its use.

TWELVE

TELEPHONE

The studio telephone equipment is for hospital radio business only. The first member to arrive is responsible for noting any telephone answering machine messages and passing them on to the appropriate person. The last member to leave must ensure that the telephone answering machines are set.

Mobile telephones may be used in the studio premises, but must be switched off whilst within the remainder of the hospital.

THIRTEEN

GUESTS

Guests may visit the station only with a Committee member's prior approval. Such approval must be in writing or by email. The person who invited them will ensure that they are accompanied at all times. Only in exceptional circumstances will guests be allowed to visit the wards in which instance they must wear a visitor's badge.

Guests details must be noted in the station diary. In addition they must sign the visitors' book.

FOURTEEN

CLEANING

There is a rota for cleaning the Organisation's premises. Each member is responsible for helping with the cleaning at the appropriate rostered time and date.

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FIFTEEN **SECURITY**

It is the duty of every member to safeguard the security of the premises and the property of the Organisation. Members must make all reasonable efforts to ensure that the premises are properly secured and that property is not left in a vulnerable position.

Members who are keyholders or who have code access to the alarm must not lend their keys to another individual or disclose their alarm code.

SIXTEEN **PROPERTY**

Members property is left at the Organisation's premises at their own risk.

Removal of the property of Hospital Radio Perth from the premises without prior committee approval may be considered theft. This includes CD, records, tapes, prizes, equipment, etc.

SEVENTEEN **CRIMINAL ACTS**

Vandalism or any other criminal act will result in disciplinary action.

EIGHTEEN **POLICIES AND GUIDANCE**

Members must make themselves familiar with the contents of the Policies And Guidelines File issued to each full member and must act within the confines described therein.

NINETEEN **ENFORCEMENT**

Enforcement of these rules will take place under the provisions of the Organisation's Disciplinary Procedure.

General Rules Of Conduct

last amended 06 July 2003