

Preparing the Hospital Staff and Setting

Performances may be a new occurrence in certain hospital environments and may even seem out of place to some people. Let the medical professionals and other staff in selected areas know in advance about the planned events, and let them be a part of the planning process as much as possible. It is important to respect the priorities of a particular setting – we don't want performances to get in the way of patient care or to make the staff's job more difficult. That said, we find that staff are extremely enthusiastic about *AIM Together* events and that are very accommodating.

You will need the staff in patient care areas to define any guidelines for the artists or the events, and you want them to know that you respect and will follow their input. This type of communication is important in helping the staff to feel comfortable with the event and in establishing the longevity of your program. Guidelines that staff might suggest include hand-washing, wearing of masks or gowns, whether patients can touch instruments or not, etc.

You will need to notify and work with a number of departments prior to your events:

Public Relations – If any photos are to be taken or if any media will be involved in the program (before, during, or after), your PR department will want to know about it. PR can also be very helpful in assisting with photo releases and with the media.

Safety and Security/Facilities – You may need to vary traffic patterns, entrances and exits, and other space and sound guidelines during your events. Your facilities departments can help you decide upon the best use of a space while adhering to hospital and JHACO guidelines. By working with these departments ahead of time, you will often be able to break the rules and have more people or volume than usual in a particular area.

Child Life/Volunteer Services – These departments are typically responsible to visitors and volunteers who come into the hospital to provide services. Establish ahead of time how you will communicate/work with these departments on your events.

Upper Administration – AIM Together events are major “benefits” for hospital staff. Your administration will most likely want to be a part of their presentation, and might like to participate by introducing or hosting artists.