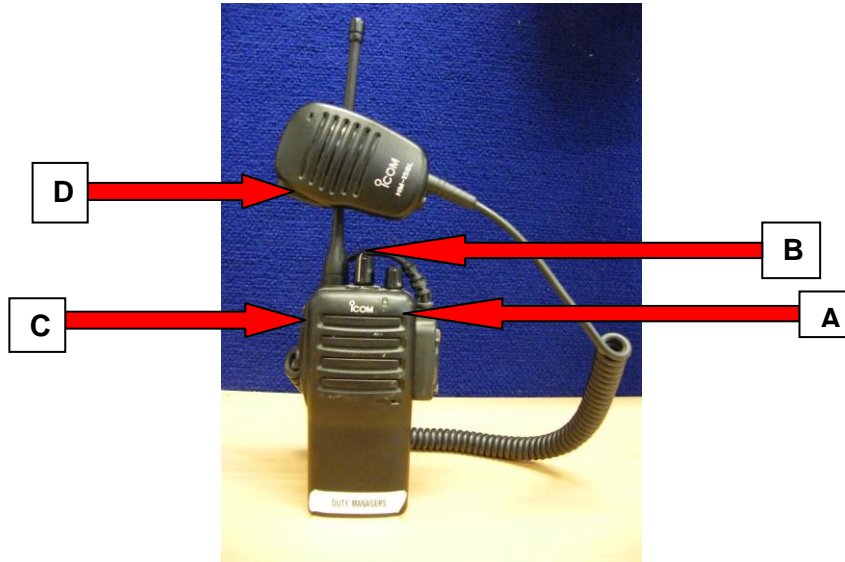


PURPOSE

To ensure all Bay of Plenty District Health Board (BOPDHB) staff who utilise an ICOM portable radio are aware of the standards of use to ensure consistency across DHB sites and departments.

EQUIPMENT



- A = On / Off Volume Switch
- B = Channel Selector (Channel 1 for Radiology, Channel 2 for Orderlies)
- C = Press to Talk button
- D = Press to Talk button on microphone extension (if fitted)

STANDARDS TO BE MET

1. Basic Radio Operation:

- a) Turn the radio on, adjust the volume and select the correct channel - Channel 1 position for Radiology, or Channel 2 for Orderlies.
- b) **Listen.** Others may be using the radio for messages more urgent than your own.
- c) **Think.** Prepare what you intend to say before you transmit and keep your message brief.
- d) Hold radio in one hand so that either forefingers or thumb are over the Press To Talk (PTT) button, or, hold extended microphone (if fitted) in a similar way – with fingers or thumb over PTT button.
- e) **Press** PTT button in to transmit.
- f) **Pause.** Transmit your message and continue to hold button in as long as you are speaking.
- g) **Speak** simply and clearly. Call the area / person you wish to make contact with followed by your area / name e.g. “Hospital Orderlies from Radiology over.” Then,
- h) Release the PTT button and listen out for the area / person you have called to respond.

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- i) Be aware of and know where any radio dead spots are around the site. Move location to transmit successfully / receive if required.

2. Guidelines And Good Practice

A Accuracy	Formulate your message prior to transmitting – know what you are going to say.
B Brevity	Keep your transmission concise and do not chat.
C Clarity	Ensure your transmission is comprehensible – speak clearly using RSVP:
R Rhythm	Use a normal speech rhythm.
S Speed	Do not speak too quickly, utilise normal conversation speed.
V Volume	Don't shout or speak too softly.
P Pitch	Use a normal conversation pitch. High pitched transmissions can cause alarm.

3. Commonly Used And Recommended Radio Terms

Term	Meaning
Receiving	I am receiving you, pass your message.
Go Ahead	I am receiving you, pass your message.
Affirmative	Yes. You are correct.
Negative	No. Incorrect
Correction	I have made a mistake. The following version is the correct one.
Disregard	This transmission is not valid. Disregard it.
Roger	I have received and understood your message.
Copy / Copy That	I have received and understood your message.
Say Again	Please repeat all of your last transmission.
Radiocheck	Please respond with assessment of my strength & clarity 1=low, 5=high
Over	End of transmission, I am ready for your reply.
Out	End of transmission. No answer required or expected.

4. Phonetic Alphabet

Letter	Word	Pronunciation
A	Alfa	AL Fah
B	Bravo	BRAH Voh
C	Charlie	CHAR Lee
D	Delta	DELL ta
E	Echo	ECK oh
F	Foxtrot	FOKS trot
G	Golf	GOLF
H	Hotel	Hoh TELL
I	India	IN dee ah
J	Juliet	JOO Lee ett
K	Kilo	KEY loh
L	Lima	LEE mah
M	Mike	MIKE

Letter	Word	Pronunciation
N	November	No VEM ber
O	Oscar	OSS cah
P	Papa	Pah PAH
Q	Quebec	KEH Bec
R	Romeo	ROW me oh
S	Sierra	see AIR rah
T	Tango	TAN Go
U	Uniform	YOU nee form
V	Victor	Vic TOR
W	Whiskey	WISS key
X	X-ray	ECKS ray
Y	Yankee	YANG key
Z	Zulu	ZOO loo

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5. Numbers And Pronunciation

No	Pronunciation
1	Wun
2	Too
3	Thuh ree
4	Fow wer
5	Fife
6	Six
7	Se Ven
8	Ate
9	Niner
0	Zee ro

ASSOCIATED DOCUMENTS

- Bay of Plenty District Health Board policy 5.1.5 Mobile Phones and Radio Telephones – Use in Clinical Areas
- Bay of Plenty District Health Board policy 5.1.5 protocol 1 Mobile Phones and Radio-Telephones – Use in Clinical Areas - Standards

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