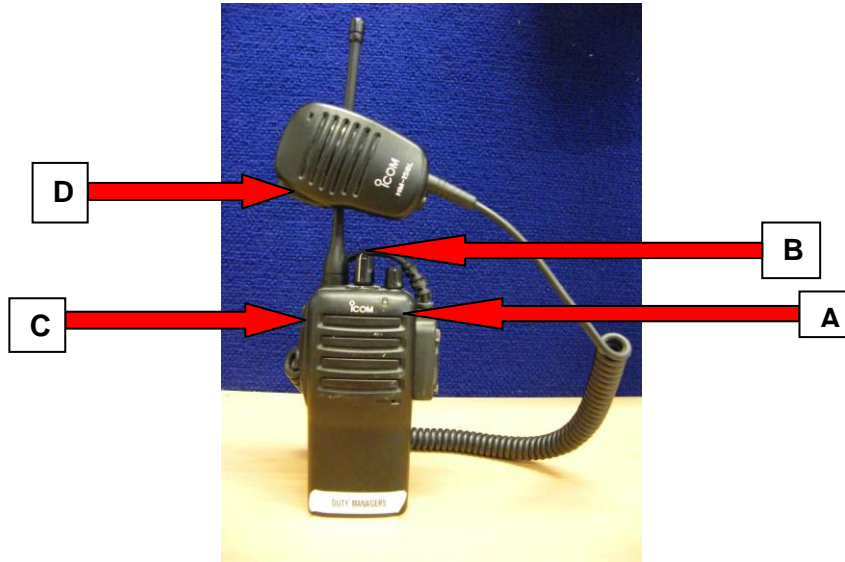


PURPOSE

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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|  BAY OF PLENTY DISTRICT HEALTH BOARD HAUORA A TOI | MOBILE DEVICES AND RADIO-TELEPHONES - ICOM PORTABLE RADIO USE - STANDARDS | Policy 5.1.5 Protocol 2 |
| | | |

- 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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|  <p>BAY OF PLENTY DISTRICT HEALTH BOARD HAUORA A TOI</p> <p>MOBILE DEVICES & RTs PROTOCOL</p> | <p>MOBILE DEVICES AND RADIO-TELEPHONES - ICOM PORTABLE RADIO USE - STANDARDS</p> | <p>Policy 5.1.5 Protocol 2</p> |
|--|---|---|

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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