

**OLIVE VIEW-UCLA MEDICAL CENTER
POLICY & PROCEDURE**

NUMBER: 323

VERSION: 3

SUBJECT/TITLE: **REDDI-NET (RAPID EMERGENCY DIGITAL DATA INPUT NETWORK)**

POLICY: Olive View-UCLA Medical Center shall utilize the REDDI-NET system to facilitate emergency communications between the hospital and Los Angeles County Emergency Medical Services Agency (EMSA).

PURPOSE: To define Olive View-UCLA Medical Center monitoring and operation of the hospital's REDDI-NET base station.

DEPARTMENTS: All

DEFINITIONS: Rapid Emergency Digital Data Information Network designed to transmit and receive written messages. Verbal communications are available for units with Hospital Emergency and Administrative Radio (HEAR) component. (Unless the Emergency Operations Center is activated, REDDI-NET communications are assigned to the Medical Alert Center)

PROCEDURE:

1. Olive View-UCLA Medical Center maintains two terminals:
 - a. The primary terminal is located in the Emergency Department.
 - b. The secondary terminal is located in the Administrative Nursing Office, Room 2C208.
2. Three auxiliary jacks are located at:
 - a. The B.E.A.S. Room, 2B130 (NE2148)
 - b. Nursing Administrative Conference Room, 2C210 (SE2175).
 - c. Hospital Administrative Conference Room (Hospital Command Center), 2C159 (SE2242).
3. REDDI-NET web based version has been made available on computers in the Emergency Department and Administrative Nursing Office; passwords have been assigned to key personnel.
4. It shall be the responsibility of the Emergency Department and Administrative Nursing office staff to monitor the REDDI-NET and respond appropriately when necessary.
5. When in disaster mode/operations responsibility of monitoring the REDDI-NET will be that of the Hospital Command Center by way of the Administrative Nursing Office.

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6. The staff shall convey all applicable messages received on the REDDI-NET to the Hospital Command Center by telephone and follow up with a REDDI-NET Gram. During after hours, messages received will be called to the Nurse Administrator.
7. An operations manual will be kept at both terminals at all times. The Departments/Divisions of Hospital Administration, Communications, Emergency Medicine, Nursing Administration will keep staff trained and updated at all times on policy and procedures.
8. The Emergency Department Nursing Supervisor or its designee serves as REDDI-NET liaison between Olive View-UCLA Medical Center and the Hospital Association of Southern California.

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| References: HEAR Operations Manual (kept with terminals), Hospital Association of Southern California REDDI-NET Reference Manual (kept with terminals), ValleyCare Emergency Operations Plan | |
| Approved by: OVEC-2017 June, Georgia Foot'e-Sam (Clinical Nurse Director II), Gregory Moran (Chief Physician), Joselin Escobar Duran (Assistant Hospital Administrator II) | Date: 08/15/2017 |
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