

CITY OF AUSTIN
FIREFIGHTERS', POLICE OFFICERS'
AND EMERGENCY MEDICAL SERVICES PERSONNEL'S
CIVIL SERVICE COMMISSION

NOTICE OF WRITTEN EXAMINATION & SOURCE MATERIALS LIST
FOR THE RANK OF
CAPTAIN - FIELD

DATE: November 7, 2018

TIME: 9:00 AM

PLACE: Public Safety Training Academy
4800 Shaw Lane, Building J, Room 2
Austin, TX 78744

ELIGIBILITY REQUIREMENT: This written examination shall be held in accordance with the Civil Service law and rules, and shall be open to each Medic II - Field who has continuously held this classification for at least two (2) years immediately before the date of the written examination.

ELECTRONIC REGISTRATION FOR WRITTEN EXAMINATION: As required by Civil service Commission Rule 7.06, all eligible candidates who intend to take the examination **MUST** register.

Candidates will now signup for examinations electronically at <http://signup.com/go/OKbnRAP>.

Registration must be made no later than 9:00 AM, October 31, 2018. Exam registration and Letter of Intent sign up instructions can be found at: <http://cityspace.ci.austin.tx.us/departments/hrm/civil-service/ems/promotional-exam-exam-review-sign-up-instructions>.

Once you register, you will receive a confirmation email which will serve as your Letter of Intent. Civil Service will have the master list of those who have signed up. **Only those applicants who have registered by signing a Letter of Intent through the electronic process will be admitted into the examination.**

CONTENT OF EXAMINATION: Examination questions will be taken only from those source materials identified below. No questions will be taken from material in the source that is assigned a label, e.g. figure, table, exhibit, box, Scan, etc., unless such material is specifically identified below.

1. Emergency Medical Services Department Policies and Procedures

Policies

Chapter 1 Organization and Administration: 100, 103, 104 ONLY

Chapter 2 Code of Conduct

Chapter 3 Human Resources: 308, 309, 310, 312 ONLY

Chapter 4 Safety EXCEPT 404, Safety Program Manual, and Accident Prevention Plan

Chapter 6 Training EXCEPT 605

Available online:

http://atcemsinside.org/home/index.php?option=com_content&view=category&layout=blog&id=121&Itemid=250

10 % of the examination questions will come from this source.

Administrative Procedures

OC-01.01 Complaint Management

OC-01.02 Event Reporting

PI-01.01 Clinical Performance Improvement

TE-01.01 Continuing Medical Education

TE-01.02 Continuing Education and Ongoing Training Assignments

TE-01.03 Incident Command System Training Compliance

TE-01.05 Re-Integration

TE-01.06- Field Training Officer Program

HR-01.01 Personnel Management

HR-01.07 Administrative Investigation Procedure

HR-01.08.00 Drug and Alcohol Procedure

HR-01.09 Limited Duty, Extended Limited Duty, Return to Work and Pregnancy

Operational Procedures

OP-02 Responses and Transport: OP 02.01 – 02.16

OP-03 Stations: OP 03.01 – 03.06

OP-04 Vehicles: OP 04.01 - 04.08

OP-05 Equipment and Supplies: OP 05.01 – 05.08

OP-06 General: OP 06.01 – 06.14

OP-07 Performance Standards: 07.01 and 07.02

OP-09 Safety: 09.02 – 09.03, 09.07 – 09.10, 09.14 – 09.16,

Available online:

http://atcemsinside.org/home/index.php?option=com_content&view=category&layout=blog&id=121&Itemid=250

10 % of the examination questions will come from this source.

2. Understanding Pathophysiology- Fifth Edition

ISBN: 978-0-323-07891-7

Author: Sue Huether and Kathryn McCance

Publisher: Elsevier

Candidates are responsible for:

Ch 3 pg. 62-80 (Cellular injuries)

Ch 4 pg. 98-111 (Fluids and Acid/Base)

Ch 12 pg. 293-320 (Neurologic)

Ch 22 pg. 551-583 (Cardiac)

Ch 23 pg. 585-639 (Cardiac)

Ch 25 pg. 659-675 (Pulmonary)

30% of the examination questions will come from this source.

3. 12 Lead ECG- The Art of Interpretation- 2nd Edition

ISBN: 978-0-763-77351-9

Author: Tomas B. Garcia

Publisher: Jones and Bartlett Learning

Ch 2 pg. 15-19

Ch 3 pg. 21-27

Ch 6 pg. 39-47

Ch 7 pg. 49-50

Ch 8 pg. 53-54

Ch 15 pg. 403-413

Ch 16 pg. 479-481

Ch 17 pg. 513-523

15% of the examination questions will come from this source.

4. Therapeutic Communications for Health Care – Third Edition

ISBN-10: 1418032646

Author: Carol D. Tamparo, Wilburta Q. Lindh

Publisher: Delmar Cengage Learning; 3 edition (July 24, 2007)

Candidates are responsible for Chapters 2, 3, 6-10.

15% of the examination questions will come from this source.

5. Coaching for Improved Work Performance

ISBN-10: 0-07-135293-7

Author: Ferdinand F. Fournies

Publisher: McGraw-Hill

Candidates are responsible for Chapters 5-11.

10% of the examination questions will come from this source.

6. Lessons in Loyalty: How Southwest Airlines Does It – An Insider’s View

ISBN-10: 0-9762528-5-6

Author: Lorraine Grubbs

Publisher: CornerStone Leadership Institute

Candidates are responsible for all sections of this source material.

10% of the examination questions will come from this source.

ADMINISTRATION OF EXAMINATION: 2.5 hours will be allowed for answering examination questions.