

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

NOTICE OF SOURCE MATERIALS LIST
FOR THE RANK OF
MEDIC II - FIELD

DATE: November 15, 2018

TIME: 9:00 AM

PLACE: TBD

ELIGIBILITY REQUIREMENT: This written examination shall be held in accordance with the Agreement between the City of Austin and the Austin-Travis County EMS Employees Association and with Civil Service law and rules, and shall be open to each Medic I - Field who has continuously held this classification for at least one (1) year immediately before the date of the written examination. If there is no approved agreement, the exam will be held in accordance with Civil Service law and rules only, and shall be open to each Medic I - Field who has continuously held this classification for at least two (2) years immediately before the date of the written examination. At the time of the promotional examination candidates are required to have a current Texas Department of State Health Services certification as an Emergency Medical Technician-Paramedic or Licensed Paramedic.

In addition, it is the responsibility of candidates seeking education points to ensure that the Human Resource division of the Department has the necessary supporting documentation for education points. The documentation must be received by the HR Division no later than 5:00 PM, November 5, 2018. No education points will be counted unless proper documentation is timely received.

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 sign up for examinations electronically at <http://signup.com/go/eXWQGaD>. Registration must be made no later than 9:00 AM, seven (7) calendar days prior to the exam date. Exam registration 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 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 4 Safety EXCEPT 404, Safety Program Manual, and Accident Prevention Plan

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 and Operational Procedures

OC-01.02 Event Reporting

PI-01.01 Clinical Performance Improvement

TE-01.01 Continuing Medical Education

HR-01.07 Administrative Investigation Procedure

HR-01.08.00 Drug and Alcohol Procedure

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)

50% 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

Candidates are responsible for:

Ch 2 pg. 17-21

Ch 3 pg. 23-29

Ch 6 pg. 41-50 (Figures A-D on page 50 excluded)

Ch 7 pg. 57-58

Ch 8 pg. 63-64

Ch 15 pg. 415-426

Ch 16 pg. 493-495

Ch 17 pg. 527-537

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

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