

**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**

CLINICAL SPECIALIST - COMMUNICATIONS

DATE: February 12, 2019

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 - Communications who has who has cleared to independent duty before the date of the written examination.

It is the responsibility of candidates seeking education points to ensure that the Human Resource Section of the Department has the necessary supporting documentation for education points. The documentation must be received by the HR Section no later than 5:00 PM, February 5, 2019. 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 now signup for examinations electronically at <http://signup.com/go/ECRbTbL>.

Registration must be made no later than 9:00 AM, February 5, 2019. Exam registration and Letter of Intent signing 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 2 Code of Conduct

Chapter 3 Human Resources –310 Drug Alcohol Policy Only

Chapter 5 Operations

Chapter 6 Training

Procedures

OP-01 Communications

OP-02 Responses and Transport

- OP – 02.01 Incident Assignment – Out of Chute
- OP – 02.02 Incident Assignment – Responding
- OP – 02.03 Incident Assignment – Staging
- OP – 02.04 Incident Assignment – Arriving At Scene & At Patient Side
- OP – 02.05 Incident Assignment – Transporting
- OP – 02.07 Incident Assignment – At Facility
- OP – 02.08 Multi Destination Transport Guidelines
- OP – 02.10 Inter Facility Transfers
- OP – 02.13 Forcible Entry

OP-06 – General

- OP – 06.11 Emergency ID Testing Procedure
- OP – 06.12 Emergency ID Procedure
- OP – 06.13 Unscheduled Leave

Available online:

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

25% of the examination questions will come from this source.

2. National Academy QA Guide, Volume 13 Medical Priority Dispatch System

Publisher: Priority Dispatch Corp.

Candidates are responsible for all Rules and Axioms

25% of the examination questions will come from this source.

3. Decision Making and Problem Solving - 3rd Edition

ISBN: 978-0749475611 Author: John Adair

Candidates are responsible for Introduction, Chapters 1, 2, 4, & 6.

15% of the examination questions will come from this source

4. Principles of Emergency Medical Dispatch, 6th Edition

ISBN: 0-9658890-2-5 Author: Jeff J. Clawson, MD; Kate Boyd Dernacoeur; Cynthia Murry

Publisher: Priority Press

Candidates are responsible for Chapters 2, 3, 4, & 10.

20% of the examination questions will come from this source.

5. Federal Emergency Management Agency (FEMA), U.S. fire Administration, Voice Radio Communications Guide for the Fire Service, October 2008

Available online:

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

Candidates are responsible for sections 3 (page 13), 7 (all).

5% of the examination questions will come from this source.

6. U.S Department of Justice, Office of Community Oriented Policing Services (COPS) Tech Guide for Communications Interoperability: A Guide for Interagency Communications Projects

Available online:

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

Candidates are responsible for Chapters 1, 2, & 3. Chapter 4 pages 51-59 & 60(exclude last paragraph).

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

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