

**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 - FIELD

DATE: March 23, 2020

TIME: 9:00 AM

PLACE: Civil Service Office
5202 E. Ben White Blvd. #500
Austin, Texas 78741

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 - Field who at the time of the promotional examination has a current Texas Department of State Health Services certification as an Emergency Medical Technician-Paramedic or Licensed Paramedic and has cleared to independent duty.

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, March 16, 2020. 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 <https://signup.com/go/KqabWCU>.

Registration must be made no later than 9:00 AM, March 16, 2020. 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

15 % 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

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

2. Nancy Caroline's Emergency Care in the Streets (Edition 7)

ISBN: 978-1449737804

Author: American Academy of Orthopaedic Surgeons (AAOS), Nancy L. Caroline, Bob
Elling, and Mike Smith

Publisher: Jones & Bartlett Learning

Candidates are responsible for:

Chapter 7. 191 – 310 Anatomy and Physiology

Chapter 8. 335 – 389 Pathophysiology

40% 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

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.