

**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:** TBD

**TIME:** 9:00 AM

**PLACE:** Learning & Research Center  
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 – Communications who has been cleared to independent duty 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 sign up for examinations electronically once an exam date has been determined.

**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](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. Smart Choices: A Practical Guide to Making Better Decisions**

ISBN: 978-0767908863 Author: John S. Hammond, Ralph L. Keeney, and Howard Raiffa

Candidates are responsible for Introduction, Chapters 1, 2, 3, 4, and 5 to page 69. Stop before “Compare Alternatives with a Consequence Table”.

**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](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](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.