

**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**

**REVISED**  
**CAPTAIN - FIELD**

**DATE:** January 27, 2021

**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 Civil Service law and rules, and shall be open to each Clinical Specialist-Field who has continuously held this classification for at least two (2) years immediately before the date of the written examination, and who has four (4) years service in the Department.

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, January 20, 2021. 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/wCywrXt>.

**Registration must be made no later than 9:00 AM, January 20, 2021.** Exam registration instructions can be found at: <https://cityspace.austintexas.gov/files/assets/workspace/hrd/civil-service/2021-captain-field-sign-up-instructions.pdf>.

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 3 Human Resources: 309, 310, 312, 313 ONLY

Chapter 4 Safety EXCEPT 401 & 404

Chapter 5. Plans – Austin/Travis County MCI Plan; 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](http://atcemsinside.org/home/index.php?option=com_content&view=category&layout=blog&id=121&Itemid=250)

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

### **Administrative Procedures**

OC-01.01 Complaint Management

OC-01.02 Event Reporting

OC-01.04 Customer Service

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-01.02 Education Incentive Pay

HR-01.06 Employee Wellness Program

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**

OC-01.05 Executive Staff Notification

OP-02 Responses and Transport: OP 02.01 – 02.16

OP-03 Stations: OP 03.01 – 03.06

OP-04 Vehicles: OP 04.01 - 04.09 (Note: 04.06 does not exist)

OP-05 Equipment and Supplies: OP 05.01 – 05.08

OP-06 General: OP 06.01 – 06.14, 06.17

OP-07 Performance Standards: 07.01 and 07.02

OP-08.01 Uniform and Apparel

OP-09 Safety: 09.02 – 09.03, 09.06 – 09.11, 09.14 – 09.16,

OP-10.02 Digital Radio and MDC Use

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)

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

## **2. Understanding Pathophysiology- Fifth Edition**

**All Tables, Figures, Boxes, and Quick Checks Excluded**

ISBN: 978-0-323-07891-7

Author: Sue Huether and Kathryn McCance

Publisher: Elsevier

Candidates are responsible for:

Ch 1 pg. 1-24 (Cellular biology)

Ch 3 pg. 60-80 (Cellular Adaptation until Manifestations of Cellular Injury); 85-90, (Cellular Death until Aging & Alt Cell & Tissue Biology); (Altered Cellular and Tissue Biology)

Ch 4 pg. 98-114 (Fluids and Acid/Base)

Ch 12 pg. 293-321 (Neurologic)

Ch 22 pg. 551-583 (Cardiac)

Ch 23 pg. 587-609 (Diseases of the Arteries until Disorders of the Heart Wall); 627-637 (Cardiac)

Ch 25 pg. 659-675 (Pulmonary)

Ch 26 pg. 684-700 (Pulmonary Disorders until Malignancies of the Resp. Tract)

Ch 27 pg. 707-721

**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. 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

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

## **4. 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.

## **5. Extreme Ownership**

ISBN- 978-1-250-18386-6

Author: Jocko Willink and Leif Babin

Publisher: St. Martins Press

Chapters 1-5, 8

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

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