

**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:** June 22, 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 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.

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, June 15, 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/xMUFZSh>.

**Registration must be made no later than 9:00 AM, June 15, 2021.** Exam registration instructions can be found at [https://cityspace.austintexas.gov/files/assets/workspace/hrd/civil-service/ems/2021-clinical-specialist-comm-june\\_sign-up-instructions.pdf](https://cityspace.austintexas.gov/files/assets/workspace/hrd/civil-service/ems/2021-clinical-specialist-comm-june_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.

## **Section 1: Emergency Medical Services Department Policies and Procedures**

### **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.

### **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

## **Section 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.

## **Section 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

## **Section 4: Principles of Emergency Medical Dispatch, 6th Edition**

ISBN: 0-9658890-2-5

Author: Jeff J. Clawson, MD; Kate Boyd Dernacoeur; Cynthia Murry

Posted:

Publisher: Priority Press

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

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

**Section 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.

**Section 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.