

**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**

CAPTAIN- FIELD

DATE: March 2, 2023

TIME: 2:00 PM

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.

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, February 21, 2023. No education points will be counted unless proper documentation is timely received. See Human Resources Division for details.

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/hRJtdja>.

Registration must be made no later than 2:00 PM, February 23, 2023. Exam registration instructions can be found at: <https://cityspace.austintexas.gov/Departments/Departments/Human-Resources/Divisions/Civil-Service-Office>.

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 (available at [Civil Service Source Material](#)).

Policies

Chapter 1 Organization and Administration: 100, 103, 104 **ONLY**

Chapter 2 Code of Conduct

Chapter 4 Safety: ALL sections **EXCEPT** (not including) 401 & 404

Chapter 5 Plans- Austin/Travis County MCI Plan; Accident Prevention Plan

Chapter 6 Training EXCEPT 605

Administrative and Operational Procedures

OC-01.01 Complaint Management

OC-01.02 Event Reporting

OC-01.04 Customer Service

OC-01.05 Executive Staff Notification

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

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

20% of the examination questions shall be from this source.

2. Arrhythmia Recognition: The Art of Interpretation, 2nd Edition by Garcia

ISBN: 978-1449642334

Author: Tomas B. Garcia, MD

Publisher: Jones & Bartlett Learning

Candidates are responsible for Chapters **INCLUDING** all charts, graphs, pictures, figures, clinical pearls, reminders, ECGs, and ECG discussions. There will be NO EKG strips included on the exam.

- 2 Electrophysiology (pgs. 24-32)
- 5 Introduction to 12 lead ECGs (pgs. 70-76)
- 6 Electrocardiography and Arrhythmia Recognition (pgs. 79-90)
- 9 Sinus Bradycardia (pgs. 138-139)
- 10 Sinus Tachycardia (pgs. 146-150)
- 11 Sinus Arrhythmia (pgs. 158-162)
- 15 Focal Atrial Tachycardia (pgs. 230-232)
- 19 Atrial Flutter (pgs. 266-273)
- 20 Atrial Fibrillation (pgs. 280-286)
- 22 Premature Junctional Contraction (pgs. 322-325)
- 25 AV Nodal Reentry Tachycardia (pgs. 348-357)
- 28 Atrioventricular Blocks (pgs. 412-416)
- 32 Ventricular Tachycardia (pgs. 512-522)
- 33 Polymorphic Ventricular Tachycardia and Torsade de Pointes (pgs. 532-538)
- 35 Wide-Complex-Tachycardia: The Approach (pgs. 556-561)
- 36 Wide-Complex Tachycardia: Criteria (pgs. 566-581)
- 38 Ventricular Fibrillation and Asystole (pgs. 630-634)
- 40 Putting It All Together (pgs. 672-684)

25% of the examination questions shall be from this source.

3. Paramedic Care: Principles & Practice, Volume 1, Fifth Edition

ISBN: 978-0134572031

Author(s): Bryan Bledsoe, MD

Publisher: Pearson

Candidates are responsible for Chapters. No diagrams, charts, or pictures.

- 12 Pathophysiology (Sections 4-6, pgs. 295-346)
- 15 Airway Management and Ventilation (pgs. 512-539)

15% of the examination questions shall be from this source.

4. The Energy Bus: 10 Rules to Fuel Your Life, Work, and Team with Positive Energy

ISBN: 978-0470100288

Author(s): Jon Gordon

Publisher: Wiley

Candidates are responsible for all Chapters.

20% of the examination questions shall be from this source.

5. Difficult Conversations: How to Discuss What Matters Most

ISBN: 978-0143118442

Author(s): Douglas Stone

Publisher: Penguin Books

Candidates are responsible for all Chapters.

20% of the examination questions shall be from this source.

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