

**DIRECTOR OF EMERGENCY MEDICAL SERVICES
STUDY GUIDE**

A written examination for the class of **DIRECTOR OF EMERGENCY MEDICAL SERVICES** to be administered in **ST. TAMMANY F.P.D. # 4** on **MAY 4, 2016**, will consist of approximately **100** multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<p>EMERGENCY MEDICAL SERVICES</p> <p>Knowledge of the principles of effective fire service management, involving management theory and organizational behavior; planning, organizing, directing, inspecting, and evaluating operations of the Emergency Medical Services Division; personnel management; financial management; and managing departmental equipment, property, and supplies</p>	26.0%
<p>RECORDS/REPORTS/CORRESPONDENCE</p> <p>Knowledge of effective records-management practices, including preparation, content, format, control, and retention; and knowledge of effective report preparation procedures, including the compilation, analysis, and organization of data into an effective written format for reports or official correspondence.</p>	11.0%
<p>PUBLIC RELATIONS</p> <p>Knowledge of effective public relations practices which foster a positive public image of the department through contact with the media, other agencies, and the public.</p>	11.0%
<p>SUPERVISION</p> <p>Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates; to resolve conflicts; and to maintain discipline.</p>	19.0%
<p>TRAINING</p> <p>Knowledge of the procedures for evaluating the training needs of the Emergency Medical Services Division and for developing and implementing an effective training program, including serving as an instructor.</p>	11.0%

MEDICAL PROCEDURES AT THE EMERGENCY SCENE	22.0%
Knowledge of first aid, CPR, and emergency medical services sufficient to perform or direct these operations at the emergency scene.	

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

Fire Service First Responder, 1st ed., 2000.

STREETSENSE, COMMUNICATIONS, SAFETY AND CONTROL, Dernocoeur, Kate Boyd, A Brady Book, Prentice-Hall Building, Englewood Cliffs, New Jersey, 07632, 2nd ed., 1990.

EMERGENCY MEDICAL SERVICES, Louisiana Revised Statute 40:1231, et seq.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.