

HOSA



**SC HOSA
COMPETITIVE EVENTS
MANAGEMENT GUIDE
and
STATE LEADERSHIP
CONFERENCE
GUIDELINES**

November 2006
Second edition
www.schosa.org
SC HOSA
PO BOX 866
Lexington, SC 29071

CONTENTS

National Competitive Events Program / State Leadership Management Chart	3
Task Review: Judge Coordinator	4
HOSA Competitive Events Program	5-6
National HOSA Handbook Section B	6
Priorities For Competitive Events	7
General Rules and Guidelines	8-9
Event Management Practices	10
SLC Event Scheduling Intervals	11
Competitor Checklist	12
Monitor's Directions for Administering Written Examinations	13
Directions To Be Read To Competitors Prior To The Test	14
Judge Orientation Checklist	15
Task Review: Responsibilities of the Judge	16
Tabulation and Event Completion Process	17
Completion Check-In Sheet	18
HOSA Tally Sheet	19
The Examples of SC HOSA Tally Sheets	20-23
Competitive Events Inquiry Procedure	24
Competitors Evaluation	25
Judge Evaluation	26
HOSA Event Scoring Chart	27-28
Process Review: Secure Items	29-30
Event Topic Development	31-32
Integrating HOSA Competitive Events in the Health Science Classroom	33-34
Competitive Events – What is Right for You?	
Category I	35
Category II	36-37
Category III	37-39
Category IV	40-42
Category V	42-43
Answer to the Most Popular Competitive Event Questions	44-46
HOSA Medical Reading History	47-48
RPS and BD Topic History	49-50
Advisor Guidelines for Students Attending State Leadership Conference	51
State Leadership Conference Planning Reminders	52-53
Event Registration Modification Request	54

This guide is to be used by the competitive events program leadership, category captains, event managers, local advisors, the conference management committee, and any HOSA member who wishes to provide a **quality** competitive events program and state leadership conference event. It is through the delivery of a **quality experience** for HOSA members that the National Competitive Events Program, the South Carolina HOSA State Leadership Conference, and HOSA-A Student-Led Association of Future Health Professionals contributes to the goals of health science technology education.

National HOSA
6021 Morriss Road, Suite 111
Flower Mound, TX 75028
Phone: (800) 321-HOSA
Fax: (972) 874-0063
www.hosa.org

Nancy Allen, SC HOSA State Advisor

nallen@ed.sc.gov

COMPETITIVE EVENTS PROGRAM

STATE LEADERSHIP MANAGEMENT CHART

ROLE	RESPONSIBILITY	SLC LOCATION
Director Co-Director	<ul style="list-style-type: none"> - Coordinate CE meeting - Manage CE Headquarters - Support/assist CE personnel - Communicate with Category Chairs - Final approval of scenarios and secret topics - Check out and in secure items and event materials - Assist with securing judges 	CE Headquarters
Category Chairs (5)	<ul style="list-style-type: none"> - Liaison between headquarters, event site, event managers - Correspond with event managers prior to SLC - Reviews initial event specifications for equipment/supplies, room set-up, etc. - Assures all materials are ready for the event and facilitate running of events according the competitive events guidelines - Checks out and in secure items and event boxes to event managers - At SLC, orient and assure event managers successfully carry out their responsibilities - Assist with judge orientation - welcome, introductions - Assist with rating sheets calculations, tabulations, and winner lists 	CE Headquarters
State Advisor	<ul style="list-style-type: none"> - Assist in notifying category chairs and event managers in writing - Support and recognize event personnel - Writes scenarios and selects secret topics - Manage scholarship selection process - Manage state officer screening process and slate - Assist with securing judges and off-site competitive event locations 	On-site as needed
Event Manager (1 per event)	<ul style="list-style-type: none"> - Communicate with category chair prior to SLC - Conduct event manager orientation - Assure all personnel and equipment will be available and ready for event - Prepares event site, set up equipment, and organize rating sheets for judges - Orient event personnel, judges, and competitors - Manage "outside" of event (event personnel) and "inside" management of event - judges, competitors, and event assistants - Assure event runs on time and manage flow of competitors - Tabulate, verify scores, and rank top 6 competitors - Assure the integrity of all event forms, including competitor, judge and personnel evaluations - Oversee clean-up of event site after event 	On-site
Chair Chair-Elect	<ul style="list-style-type: none"> - Participate in pre-conference planning with conference planner and hotel - Assist in planning hotel arrangements, competitive events, program, judges, agendas, and conducting conference - Assist in making advisor assignments for SLC - Manage conference headquarters 	Conference Headquarters
Conference Planner	<ul style="list-style-type: none"> - Coordinate revisions, proofing, and printing of sponsorship brochure and conference program - Prepare and distribute registration packets - Assist in planning hotel arrangements - Conduct on-site registration and packet distribution - Assist in preparation of award certificates - Assist in securing Keynote speaker 	Conference Headquarters
State Officer Advisors	<ul style="list-style-type: none"> - Writes script for opening, closing, and business session - Coordinate officer script practice - Order/purchase supplies for officers and newly elected officers - Create and prints ballots for officer slate and theme. - Oversee count of ballots - Plans meetings with advisors and candidates for officer installation practice - Takes pictures during SLC to create presentation for awards session - Entertain officers and guests (i.e., national officer) evening prior to SLC - Provides transportation and tour for national officer if needed 	On-site

TASK REVIEW: JUDGE COORDINATOR

Public relations and helping judges understand the HOSA organization are important responsibilities of the judge coordinator.

- ◆ Take the following supplies to the specified judge check-in location:
 1. List of judge names by event
 2. Judge name tags
 3. HOSA materials/programs for judges

- ◆ Planning for orientation:
 1. Have courtesy corps accompany judges to the competitive event location.
 2. Have event managers count out seats for judges distribute name tags/materials.

Event Manager:

- ◆ Greet judges at door - show them to their assigned seats
- ◆ Welcome judges at appointed time - and introduce any CE staff members present
- ◆ Review process with judges
 1. Event Managers will orient them at the site.
 2. Judges are asked to rate independently.
 3. Please treat each competitor the same.
 4. Competitors will see rating sheets for some events....constructive comments may be helpful in their future preparation.
 5. Initial all rating sheets and add scores. (Scores will be re-added by CE personnel.) Don't leave any areas blank.

- ◆ Consult with CE staff members for any area where judges are absent

HOSA COMPETITIVE EVENTS PROGRAM

CATEGORY I – HEALTH SCIENCE RELATED EVENTS

Dental Spelling	DS
Dental Terminology	DT
Medical Spelling	MS
Medical Terminology	MT
Medical Math	MM
Knowledge Tests: Human Growth and Development	KG
Nutrition	KN
Pathophysiology	KP
Concepts of Health Care	KC
Pharmacology	KH

CATEGORY II – HEALTH SCIENCE SKILL EVENTS

Administrative Medical Assisting	MA
CPR / First Aid	CP
Clinical Specialty	CL
Dental Assisting	DA
Emergency Medical Technician	EM
* First Aid / Rescue Breathing	RB
Medical Assisting - Clinical	MC
Medical Laboratory Assisting	ML
Nursing Assisting	NA
* Personal Care	PC
Physical Therapy	PT
Practical Nursing	PN
Sports Medicine	SM
Veterinary Assisting	VA

CATEGORY III – INDIVIDUAL LEADERSHIP EVENTS

Extemporaneous Health Poster	EH
Extemporaneous Speaking	ES
Extemporaneous Writing	EW
* Interviewing Skills	IS
Job Seeking Skills	JS
Prepared Speaking	PS
Researched Persuasive Speaking	RS
* Speaking Skills	SS
Medical Photography	MP

CATEGORY IV – TEAM LEADERSHIP EVENTS

Biomedical Debate	BD
Career Health Display	CD
Community Awareness	CA
Creative Problem Solving	CS
HOSA Bowl	HB
Medical Reading	MR
Parliamentary Procedure	PP
Health Education	HE

CATEGORY V – RECOGNITION

Kaiser Permanente Healthcare Issues Exam	HC
Outstanding HOSA Chapter	OC
++ Outstanding State Officer	OS
++ Outstanding Alumni Member	AL
++ National Recognition Program	NR
++ National Service Project	NS
++ Barbara James Service Award	BJ
++ Chapter Newsletter	NL
++ HOSA Week	HW

* Only for students classified CTED under Public Law 102/119.

++ May 1 deadline: Sent directly to SC HOSA with National Leadership Conference registration materials.

NATIONAL HOSA HANDBOOK SECTION B

OBTAIN CURRENT COMPETITIVE EVENTS GUIDELINES EVERY YEAR!

1. HOSA Resources Library CD (including Section B) will be sent to each active chartered chapter each fall. If you do not receive, the resource CD, contact National HOSA at 1-800-321-HOSA and request a copy!
2. Section B is posted on the HOSA Web site at:
<http://www.hosa.org/natorg/sectb/index.html>

PRIORITIES FOR COMPETITIVE EVENTS

- ***MAKE IT FUN!*** Competitive event participation should be the highlight of the member's year.
- ***QUALITY Always!***
- **FAIRNESS TO ALL:** Decisions should always favor HOSA members whenever possible.
- ***POSITIVE EVENT ENVIRONMENT:*** Competitors and event personnel are our customers. Make them happy! Circulate, assist, and encourage them.
- ***FOLLOW NATIONAL COMPETITIVE EVENT GUIDELINES:*** Avoid personal interpretation of the guidelines. Don't trust your memory. Take the time to review HOSA Handbook: Section B.
- ***NO ERRORS*** — Every document and all information turned into competitive events headquarters should go through a **triple-checking process.**
- **PLAN YOUR EVENT TO THE DETAIL** — Solve problems before they occur. Know who is doing what. Be specific!
- **TIME MANAGEMENT** — Plan for the event to run on time – keep it on schedule if at all possible.
- **GO TO "PLAN B" if it meets the "PRIORITIES."** Sometimes, unusual circumstances arise and event personnel must make adjustments to the event process. In such cases, personnel must be sure that fairness to competitors is a priority. Competitors should be notified of any unusual event circumstances.
- **JUDGE RELATIONS** — Judges can be HOSA's best marketing tool. Help the judges to understand the event process. Make them glad they came to help HOSA. Invite their written suggestions for improvement.
- **MAKE IT FUN!** Competitive events can be stressful. Find ways to make the experience fun and memorable. HOSA members should be treated as our "customers."

HOSA COMPETITIVE EVENTS PROGRAM

GENERAL RULES AND GUIDELINES

1. Competitors must be a member of STATE and NATIONAL HOSA to compete in any event. The current national membership affiliation MUST be submitted prior to state conference registration.
2. Current National Competitive Event Guidelines will be followed for all state competitive events.
3. Students may enter only one event in Category I - IV. Students may qualify to enter any of the events in Category V: Recognition.
4. The top 6 competitors will be recognized on stage at the state leadership conference awards session. The 1st, 2nd, and 3rd place winners will advance to the national competitive events program. If qualifying student(s) are not attending the national leadership conference, another student may advance, for example, 4th place=1st alternate, 5th=2nd alternate, and 6th=3rd alternate. It is the responsibility of the advisor of 1st, 2nd, or 3rd place winners to notify the alternate's advisor and the state advisor.
5. There are no limits on the number of competitors a chapter may send per event to the state competitive events program at the annual state leadership conference.
6. For events in which **3 or few competitors or teams** have registered, the state conference planning committee will decide how students will demonstrate proficiency.
7. Important information, dates, and deadlines concerning SC HOSA State Leadership Conferences will be posted and updated annually at www.schosa.org
8. New students will not be added to any event after the registration deadline. Substitutions may occur after the registration deadline. Those substitutions may be made only with students that are current HOSA members. Advisors must bring chapter membership affiliation to verify student membership when substituting non-registered student during on-site registration. Advisors will complete an Event Registration Modification Request at on-site registration.
9. Competitors are required to wear the official HOSA uniform or proper business attire to all official events. Bonus points for proper attire will be assessed by the event manager. Advisors should review the dress code section of each competitive events guidelines with their students to assure success.
10. If at any time during a competitive event, the student feels a major rule infraction has occurred, the student must **immediately** bring this to the attention of the event manager for evaluation prior to the conclusion of the competitor's event time. Inquiry forms must be completed and turned to competitive events headquarters within 2 hours of the conclusion of the event. All decisions of the judges are final.
11. Skill demonstrations in all skill events will be stopped when the allotted time is up for a procedure.
12. Competitors will be penalized points by the judge if they do not have the required materials or equipment needed for the selected procedure(s) as specified in the National Competitive Event Guidelines. They may also be penalized points for using equipment that is not listed in the Competitive Event Guidelines. **Equipment/supplies will NOT be checked prior to competition**, but the student will be denied points for not having

specified equipment/supplies or using equipment or supplies not listed in the event guidelines.

13. The competitive events program is managed by local advisors. Advisors will be notified of their assignment at least two weeks prior to the conference. If the advisor is unable to attend, they must find another advisor to fulfill the duties. The advisor must notify the conference management or state advisor of the change.
14. The local advisor is responsible for obtaining current competitive event guidelines. (Section B)
15. Rating sheets will be distributed following the SLC awards sessions to local advisors. If advisors fail to get their rating sheets and competitive events materials, they will be destroyed.
16. All HOSA members and advisors will sign the Code of Conduct and Medical Liability Form. Student members will sign Parental Permission forms. Forms are mailed to conference management with registration materials. Copies must be kept by the advisor for the state conference

REASONABLE ACCOMMODATION STATEMENT

HOSA members with disabilities will be reasonably accommodated in state and national competitive events through event modification as a means of providing them an equal competitive opportunity. Such members may be allowed to provide and utilize special equipment that HOSA may not be able to provide. Requests for reasonable accommodation must be indicated on the HOSA leadership conference registration forms and submitted by the deadline date.

Submitted	
Date	Time

SC HOSA Competitive Events Program

EVENT REGISTRATION MODIFICATION REQUEST

This form must be signed by the local advisor and submitted to conference staff at onsite registration. Exceptions to the submission deadline will only be granted in extreme cases by the Director of Competitive Events.

* **Submit one form per chapter.**

Event _____ Category _____

Local Advisor's Signature _____

<input type="checkbox"/> Addition <input type="checkbox"/> Deletion <input type="checkbox"/> Substitution <input type="checkbox"/> Correction	Level: SS PSC School _____ Competitor (Team) _____ _____ Specific change requested and reason: _____
<input type="checkbox"/> Addition <input type="checkbox"/> Deletion <input type="checkbox"/> Substitution <input type="checkbox"/> Correction	Level: SS PSC School _____ Competitor (Team) _____ _____ Specific change requested and reason: _____
<input type="checkbox"/> Addition <input type="checkbox"/> Deletion <input type="checkbox"/> Substitution <input type="checkbox"/> Correction	Level: SS PSC School _____ Competitor (Team) _____ _____ Specific change requested and reason: _____
Action: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Comments:

EVENT MANAGEMENT PRACTICES

1. Familiarize yourself with the event guidelines prior to the conference. The guidelines are updated annually, so do not make a decision based on previous experience unless you have consulted the current guidelines. If changes have been made to an event and posted by National HOSA, then those changes are in effect!
2. Secure event packet at least one hour prior to the scheduled event time from Competitive Events Headquarters. Follow the Competitor Orientation Checklist and the Monitor's Directions for Administering Written Examinations to orient students and administer written tests, if applicable.
3. All event documents such as participant printouts, tally sheets, Scantron forms, rating sheets, etc. are VERY IMPORTANT. Complete all forms accurately and thoroughly. Return ALL items to HEADQUARTERS. Scantrons should be graded for completion of the tabulation process. For Category II and IV events with written rounds, Scantrons should be scored ASAP for Round II posting.
4. Orient judges by the Judge Orientation Checklist.
5. Events MUST run on time in order to prevent undue competitor anxiety, overuse of judges, and room space conflicts.
6. **Never disqualify a competitor!** The overall cost of attending a conference is too great for a competitor to be frivolously disqualified. Allow competitors to compete in the event, then report any infractions to the appropriate CE personnel. Post-event decisions can be made to enter a score or assess penalty points if necessary. Regardless of what happens, HOSA members should be allowed to compete.
7. Follow the rules and show fairness to all competitors. "Asking the question" is not a sign of weakness, it is a responsibility.
8. No electronic devices (i.e. headphones, CD or tape players, computers, etc.) or study materials will be permitted in the holding areas.
9. In most events, a stop watch is used to time in intervals less than 10 minutes. In Category II, the use of a stop watch varies. Assure accurate timing and stop at the end of time. HOSA Bowl MUST use a stop watch when timing 10 minute rounds. Judges may stop and restart a round at any time during the match.
10. Follow Tabulation and Event Completion Process guidelines.
11. Complete the Competitive Event Summary Sheet.
12. Confirm over results and tabulation process with the director, co-director of competitive events, or category captain
13. Check in ALL secure items and equipment to HEADQUARTERS.

SLC EVENT SCHEDULING INTERVALS

These intervals may be used as recommendations for event scheduling when competitors are given appointment times.

Category II

CPR/First Aid	every 15 minutes
EMT	every 20 minutes
All others	varies by event

Category III

Extemporaneous Speaking	every 10 minutes
Prepared Speaking	every 8 minutes
Speaking Skills	every 8 minutes
Interviewing Skills	every 15 minutes
Job Seeking Skills	every 15 minutes
Researched Persuasive Speaking	every 10 minutes

Category IV

Community Awareness	every 15 minutes
Creative Problem Solving	every 15 minutes (after prep time)
Parliamentary Procedure	every 15 minutes
Biomedical Debate (Prelims)	every 8 minutes
Biomedical Debate	2 teams every 30 minutes
Career Health Display	every 10 minutes
Medical Reading	every 20 minutes

Category V

Outstanding HOSA Chapter	every 30 minutes
--------------------------	------------------

HOSA COMPETITIVE EVENTS PROGRAM

COMPETITOR CHECKLIST

(Conducted by Event Manager)

1. Welcome competitors. Introduce self and other event personnel as appropriate.
2. Conduct competitor check-in process:
 - a. Call (check-in) students from event printout. The student's name should match the number assigned.
 - b. For a no-show, draw a line through student name and mark as no-show.
 - c. If student attends without being listed on event printout, write their name and school information on event printout. When you return to headquarters, verify that they are registered to attend/compete.
 - d. If using predetermined appointment times, give the competitor their card. Be certain the number on the card matches the number on the printout.
3. Explain dress code and that YOU will award bonus points for appropriate dress during the event.
4. Explain that NO study materials or electronic devices (headphones, CD or tape players, computers, etc.) are allowed in any holding room.
5. Read the guidelines for the event. Explain equipment needed by competitor, if appropriate.
6. Tell competitors to be on time for appointments, if appropriate. Plan to arrive 15 minutes before the scheduled appointment or start of event. If Category II events are planned outside the hotel, be aware of bus departure times.
7. Explain that at any time during the event, if the competitor feels a major rule infraction has occurred, the competitor should IMMEDIATELY bring this to YOUR attention for correction. **Explain that the decisions of the judges are FINAL.** If the competitor is not satisfied with the event and wishes a situation to be evaluated by the Board of Directors, the Inquiry Form may be used. The inquiry form MUST be returned within two hours after the event conclusion.
8. Assure students that you will do everything possible to make the competition fair for ALL students.
9. Explain that the top 6 competitors will be recognized during the awards session and that 1st, 2nd, and 3rd place winners will receive awards and advance to the national competitive events program. (Except for Category V)
10. Answer questions from competitors. Thank them for their attention and wish them success.
11. Specific event information: _____

MONITOR'S DIRECTIONS FOR ADMINISTERING WRITTEN EXAMINATIONS

Please read carefully and follow these guidelines when administering ANY written test for HOSA Competitive Events.

PREPARATION

1. Prior to the test, obtain the correct number of written tests, Scantron sheets, and event printout from the Competitive Event Headquarters.
2. Be at the administration site at least 20 minutes prior to testing time. Once you arrive on site, check the room set-up and be sure there is adequate seating, good lighting, and as much freedom from noise and disturbances as possible.
3. Check-in each competitor. If competitor brings notebooks, papers or texts, have the competitor leave them in a central location at the front of the room where they may pick them up when finished with the test.
4. Once all of the competitors have been seated, distribute a test and scantron sheet to each competitor. Direct them **NOT** to open or begin the test until you have finished with the following directions.
5. Have a mechanism for informing competitors of the time remaining, e.g. chalk board or flip chart.
6. Explain that cheating is automatic disqualification from the competitive event.
7. Start the written test on time.
8. **DO NOT ADMIT ANYONE FOR TESTING AFTER YOU HAVE STARTED TIMING. Prior to the beginning of the timing, students that are late may be admitted but will not be given any of the orientation or instructions they missed prior to the test.**

DIRECTIONS TO BE READ TO COMPETITORS PRIOR TO THE TEST

1. Your written test and Scantron sheet have been distributed to you. Please put your competitor ID, test number, event name, and date on your Scantron sheet. Be very careful when writing your competitor ID so it is legible and correct.
2. **Write your competitor ID and check the appropriate division on the front of the test booklet. You may write on the test itself and use the back of the test or margins as scratch paper. Please record the tie-breaker answers in the spaces on the tests as indicated in the directions.**
3. I will give you directions for taking this examination. I will not be able to answer any questions after you start taking the test, so please ask any questions you have after I finish giving the directions and before we start the timing of the test.
4. The test is a ____ # question written test. There is only ONE best answer. Answer all questions. There is no penalty for answering questions incorrectly. Remember, however, if you do not answer a question, be sure and skip the corresponding answer on the Scantron sheet. If appropriate, there are also ____ # questions at the end of the test. These questions will be used as tie breakers if necessary. Please follow the directions and complete all of these questions.
5. **Read each question carefully. Select the BEST answer and using a number 2 pencil, fill in the space completely that corresponds with the answer you have chosen. Are there any questions? (Answer any questions.)**
6. Please do **NOT** chew gum or make any unnecessary noise during the time you are in the testing room. You may not leave the room until you have completed the test. When you are finished, bring the test and Scantron sheet to _____ (designated location) and quietly leave the room.
7. Are there any questions before we start the test? (Answer any questions)
8. Read the following information, as appropriate:
 - a. **Spelling tests** Round One is used to determine place of competitor for the spell down and to reduce the Round Two to 15 competitors.
 - b. **Category II tests** will qualify competitors for Round Two. Competitors eligible to complete the skills procedures will be posted at Competitive Events Headquarters. A composite score of the test and skills is used to determine event winners.
 - c. **Category IV written tests (HOSA Bowl, Parliamentary Procedure, Medical Reading, and Creative Problem Solving)** are used to qualify teams for Round Two.
 - d. **HOSA Bowl** Round One team scores are used for seeding teams in completion brackets.
9. The start time for this test is _____ AM/PM. The stop time for this test is _____ AM/PM. There will be a verbal announcement when there is 15 minutes remaining for the test period. You may begin.

JUDGE ORIENTATION CHECKLIST

* Orientation by Event Manager

- ___ 1. BEFORE THE ORIENTATION: The judge coordinator will balance judge assignments based on the number of judges that attend the orientation. Do not start the orientation until judge assignments are finalized.
- ___ 2. Welcome judges. Introduce self and other event personnel, as appropriate.
- ___ 3. Thank them for coming to judge. Distribute name badges. Have judges sign the sign-in sheet with appropriate address.
- ___ 4. Ask if any of them have done this before. Explain about HOSA (if you feel it is necessary).
- ___ 5. Select experienced judge (or other) as lead Judge. Assign judges to sections as appropriate.
- ___ 6. Review guidelines—specifically, those items that may affect judging.
- ___ 7. Review judge's rating sheets and answer questions:
 - a. Stress they are not to omit anything.
 - b. Ask them to either sign or initial each rating sheet.
 - c. One rating sheet per judge must be completed (per section).
 - d. Judges should rate independently.
 - e. Use whole numbers only – no fractions.
- ___ 8. Event manager will recheck calculations of each rating sheet and initial total score.
- ___ 9. Discuss time frame: appointment times, time allotted for rating sheets, etc. Let judges know how long the event is scheduled to last and ask if they can stay for the duration of the event.
- ___ 10. Explain the dress code to the judges and that the event manager will handle.
- ___ 11. Explain the tie-breaker process as it relates to this specific event.
- ___ 12. Explain that a computer program will mathematically balance the sections, providing a fair scoring system in events that have multiple sections.
- ___ 13. Explain the consensus policy and ask judges to be judicious when giving perfect scores.
- ___ 14. Explain specific event procedures, noting anything that will affect judges for this particular event: _____
- ___ 15. Thank judges again for their contribution to HOSA.
- ___ 16. Take judges to event area. Ask them to turn their cell phones to vibrate.
- ___ 17. Have them fill out the Judge Evaluation and distribute certificates of "Thanks" when judges have completed the judging.

TASK REVIEW:

RESPONSIBILITIES OF THE JUDGE

Prior to the day of competition, please review the packet of information sent which should include:

- Event guidelines
- Rating sheet
- General conference information

On the day of competition, you will attend a judges' orientation session to receive specific instructions and announcements concerning the event which you are judging and have the opportunity to meet other event judges and HOSA event personnel.

At this orientation, you will:

- ✓ Receive specific instructions from the Event Manager.
- ✓ Review and discuss the rating sheets before competition begins. Agree upon interpretation as necessary for rating consistency.
- ✓ Clarify any questions/concerns about the packet of information regarding "secure" items -- topic or situation statement, related forms and material, etc.

During the actual event, it is your responsibility to:

- ✓ Write identification number on the rating form against competitor identification number of badge to be sure they agree.
- ✓ Score each competitor as competitor competes based upon skill performance noted on rating sheet. Please remember: Do not use this time for "teaching." This should also be done independently.

<p>Consensus Policy: After individually rating all competitors, Judges MAY compare ratings before turning in the rating forms. If the point spread is greater than 10 points, Judges MAY discuss why they rated the way they did and MAY choose to adjust their score, if needed.</p>

- ✓ Initial any changes made on the rating form.
- ✓ Remarks are for your benefit while judging only. Forms are not returned to the competitor.
- ✓ Tally the score on each rating form.
- ✓ Sign your name to each rating form.
- ✓ Be aware that the decision of the judges is final.
- ✓ Complete the evaluation form at the end of competition so that HOSA will receive your feedback in order to continue to better each event.

HOSA COMPETITIVE EVENTS PROGRAM TABULATION AND EVENT COMPLETION PROCESS

1. JUDGE

- * Rates each competitor independently and adds the scores. Judge stays until the completion of the event.

2. EVENT MANAGER

- * Secures all judges' rating sheets and checks each rating sheet to assure that ALL areas were rated
- * Confirms all calculations by adding each procedure score and initials totals
- * Transfers test and procedure scores to tally sheet
- * Distributes judge certificates and gifts
- * Collect individual rating sheets, any evaluation forms, tally sheets, and event computer print out to be returned to CE Headquarters
- * Collects all supplies, materials, and equipment to be returned as appropriate
- * Returns site to original set-up condition and turns in materials

3. CATEGORY CAPTAIN

- * Re-adds each judge sheet and initials totals
- * Re-checks the transfer of scores to tally sheet
- * Adds bonus points for appropriate dress to tally sheet
- * Adds the tally sheet and initials competitor score
- * Turns in competitor rating sheets, tally sheet, competition printout, and secure items to CE Headquarters

4. HEADQUARTERS

- * Checks in secure items and equipment from event manager/category captain
- * Receives event results from event manager/category captain
- * Verifies tie breakers as necessary
- Re-adds rating sheets and tally sheet and verifies script for awards session

HOSA Competitive Event Completion Check-In Sheet

To Tabulations:

- _____ Rating sheets (All sheets from a section paper-clipped to the section tally sheet.)
- _____ Computer print-out (No-shows lined out in red.) Any additions or corrections **clearly** printed in red.

Collect and File:

- _____ Judge list (with no-shows marked) and judge sign-in sheet
- _____ Event signs
- _____ Event box
- _____ Event Personnel sign-in sheet
- _____ Evaluations (all in pencil)
 - _____ Competitor
 - _____ Personnel
 - _____ Judges
- _____ Tests/copies of scenarios
- _____ Equipment/supplies
- _____ Fact Sheet with comments

Debriefing:

- _____ How did it go?
- _____ What went particularly well?
- _____ Were there any challenges?
- _____ Did you review the evaluations, and if so, what did you learn from them?
- _____ Were there any misunderstandings on behalf of the competitors that should be clarified in the guidelines?

Comments on Back

SC HEALTH OCCUPATIONS STUDENTS OF AMERICA

Competitive Events Score Summary Sheet-State Finals

EVENT: **HEALTH EDUCATION** SECTION-SS ____ PS ____
 Total Possible Points _____

Team ID	COMPT. Number 2-4	Video Group A Judge	Video Group A Judge	Int/NB Group B Judge	Int/NB Group B Judge	Total Points	Dress Code Bonus	Final Score	Rank order/ winner
	_____ _____ _____ _____								
	Total								
	_____ _____ _____ _____								
	Total								
	_____ _____ _____ _____								
	Total								
	_____ _____ _____ _____								
	Total								
	_____ _____ _____ _____								
	Total								

1st Verification - Group A Judge _____ Date _____

1st Verification - Group B Judge _____ Date _____

2nd Verification - Chairman of Judges _____ Date _____

Competitive Events Inquiry Procedure

At any time during a competitive event, if a competitor feels a major rule infraction has occurred, the competitor should immediately bring this to the attention of the event chairman for immediate correction.

Once an event is completed, the decision of the judges is final. The inquiry process will NOT reverse any decision made by judges, but allows the competitive events committee to examine what happened in an event from the prospective of a competitor, review how the event ran, and fix that which can be corrected.

THIS FORM MUST BE FILLED OUT, SIGNED BY THE LOCAL ADVISOR AND TURNED IN TO COMPETITIVE EVENT HEADQUARTERS NO LATER THAN TWO HOURS AFTER THE CONCLUSION OF THE EVENT.

Event Title: _____

Section # _____ Competitor # _____ SS PS/C

Constructive Suggestion

Name (Person submitting) _____

Competitor Advisor

Address: _____

City, State, Zip: _____

E-mail Address _____

Local Advisor's Signature: _____

Narrative of Problem: (Use reverse, if necessary)

Student Signature Date

CE Committee Action

Competitors Evaluation

Event Name _____ Year _____

Excellent • Very Good • Good • Fair • Poor

1. My overall rating of this competitive event experience is:
2. How would you rate the management of this event?
3. In helping prepare you for your future health profession, how would you rate the learning value of this particular competitive event?
4. How much fun did you have participating in this competitive event?
5. How would you rate HOSA as contributing to your healthcare education?
6. In which membership category did you compete?
 - A. Secondary (High School)
 - B. Postsecondary/Collegiate
7. How did you obtain a copy of the event guidelines?
 - A. I did NOT have a copy.
 - B. I read the guidelines but did not have a copy.
 - C. My advisor gave me a copy.
 - D. I obtained a copy of the guidelines off the HOSA web site
 - E. Other
8. Counting this year, how many state leadership conferences have you attended?
 - A. 1
 - B. 2
 - C. 3
 - D. 4
 - E. More
9. How much time (in hours) did you spend preparing/practicing/learning for your event outside of the classroom?
 - A. 0 – 5
 - B. 6-12
 - C. 13-24
 - D. 25-50
 - E. 50 or more

What specific health career do you plan to pursue?

Judge Evaluation

Event: _____ Year: _____

4) Excellent • 3) Good • 2) Fair • 1) Poor • 0) No Comment

_____ 1. How would you rate the pre-conference communication regarding your participation with this event?

_____ 2. How would you rate the overall flow and timing of the event?

_____ 3. How helpful was the orientation to this event conducted by the Event Manager?

_____ 4. How would you rate the quality (clarity, rating sheet) of the CE guidelines for this event?

_____ 5. How would you rate the management of this event by the event personnel?

_____ 6. How would you rate this event in helping HOSA members prepare for a future health career?

_____ 7. How would you rate the learning value of this particular competitive event?

_____ 8. How would you rate your personal satisfaction in judging this event?

How would you describe your professional connection to the HOSA organization?

- A. Local healthcare professional
- B. Local professional – non-healthcare
- C. SLC Guest
- D. Other _____
- E. HOSA Advisor

How much experience do you have judging HOSA competitive events?

- A. First time
- B. Have judged before

HOSA EVENT SCORING CHART

Category I

Event	Test	Round Two or Event Performance	Results	Math Formula for Multiple Sections
Med Term Dental Term Knowledge Tests	100 items	No	Test score + dress bonus	No
Medical Spelling Dental Spelling	50 items	Test qualifies competitors for spell down	Final placing in spell down	No
Medical Math	50 items	No	Test score + dress bonus	No

Category II

Event	Test	Round Two or Event Performance	Final Results	Math Formula for Multiple Sections
Admin Med Asst Dental Assisting Med Asst Clinical Med Lab Asst. Physical Therapy Nursing Assisting Practical Nursing Sports Medicine Veterinary Asst.	50 items	Selected Skills	Test score + skill score + dress bonus	No
CPR/First Aid EMT	50 items – Competitor scores combined	Selected Skills	Test score + skill score + dress bonus	No
Rescue Breathing Personal Care	None	Selected Skills	Skill score + dress bonus	No
Clinical Specialty	None	Interview and videotape	Interview and video scores + dress bonus	Yes

Category III

Event	Results	Math Formula for Multiple Sections
Job Seeking Skills Interviewing Skills	Interview + Cover Letter/Resume + dress bonus	Yes
Prepared Spkng Extemp Spkng Speaking Skills	Speech + dress bonus	Yes
Ext. Hlth Poster Ext. Writing	Judges divided into teams who choose 10 posters/essays from each group. Then, all judges will use rating sheets to pick the Top 10 winning posters/essays + dress bonus	No
RPS	Speech + Research Paper + dress bonus	Yes
Medical Photography	3 photos + oral and written description + dress points	No

Category IV

Event	Round One	Round Two or Event Performance	Final Results	Math Formula for Multiple Sections
Medical Reading CPS	50 items – Competitor scores combined and averaged	Test qualifies teams for Round Two but is NOT added to final score	Performance score + dress bonus	Yes
HOSA Bowl	50 items – Competitor scores combined and averaged	Test qualifies teams for Round Two but is NOT added to final score	Final order of finish after elimination rounds	No
Parli Pro	100 items – Competitor scores combined and averaged	Test qualifies teams for Round Two AND NAP membership, but is NOT added to final score	Performance score + dress bonus	Yes
Career Hlth Disp	No		Performance score + dress bonus	Yes
Biomed Debate	Prelim Round – competitor scores combined and averaged, top teams randomly paired for debate	Debate between two teams is scored – Prelim round score is NOT carried over	Debate score + dress bonus	Yes – prelim and debate rounds
Health Education	No	Video and performance scores combined	Interview score + video score + dress bonus	Yes
Community Aware	No	Notebook and oral presentation scores combined	Notebook score + oral presentation score + dress bonus	Yes

PROCESS REVIEW:

SECURE ITEMS

- All secure items are kept in a high security location during the SLC.
- It is the responsibility of the CE Category Chairs to assure that all secure items are available in sufficient quantity prior at the SLC.
- CE staff should not disclose secure items to the event manager until absolutely necessary. Early disclosure may draw criticism from other states.
- It is the responsibility of the event manager to transfer all secure items from the secure room to the event box approximately two hours prior to the actual event.

The following items and event materials are considered "secure":

Category I	
Medical Terminology Dental Terminology Medical Mathematics Knowledge Tests	<input type="checkbox"/> Tests (sufficient quantity) <input type="checkbox"/> Tie-breaker <input type="checkbox"/> Key (in print and on Scantron form) <input type="checkbox"/> Tie-breaker key
Medical Spelling Dental Spelling	<input type="checkbox"/> Tests for Round One (sufficient quantity) <input type="checkbox"/> Key in print and on Scantron form <input type="checkbox"/> Spelling lists - Easy, Moderate, Difficult, Four (4) per section

Category II	
All Events	<input type="checkbox"/> Rating sheets for selected procedures (Count # of judges per procedure/section & multiply by total # of competitors. Example: If 3 judges will rate each procedure and there are 35 competitors, = 105 rating sheets for each procedure.) <input type="checkbox"/> Forms for event (graphic forms, lab slips, answer sheet for equipment ID, etc.) <input type="checkbox"/> Scenarios and/or scripts (1 per section or 1 per competitor, plus copies for judges.) <input type="checkbox"/> Event Tally Sheet (1 per section) <input type="checkbox"/> Equipment & Materials for event
All events except RB, PC and CL	<input type="checkbox"/> Tests (sufficient quantity) <input type="checkbox"/> Key in print and on Scantron form

Category III	
Extemporaneous Writing	<input type="checkbox"/> Written scenario - separate card glued to inside cover of blue book - one per competitor and judge
Extemporaneous Health Poster	<input type="checkbox"/> Copies of secret topic - 1 per competitor and judge <input type="checkbox"/> Supportive health information - one copy/set per competitor and judge
Job Seeking Skills Interviewing Skills	<input type="checkbox"/> One set of interview questions per judge <input type="checkbox"/> Job application form - one per competitor
Extemporaneous Speaking	<input type="checkbox"/> Copies of secret topic - 1 per competitor or section and judges

Category IV	
HOSA Bowl	<input type="checkbox"/> Tests for Round 1 (Sufficient quantity) <input type="checkbox"/> Key in print and on Scantron form <input type="checkbox"/> Rounds 2-6 questions – 4/section - total of 24 sets for NLC
Creative Problem Solving	<input type="checkbox"/> Tests for Round One (Sufficient quantity) <input type="checkbox"/> Key in print and on Scantron form <input type="checkbox"/> One problem per team and judge <input type="checkbox"/> Supportive material and documentation - one set per team and judge
Parliamentary Procedure	<input type="checkbox"/> Tests for Round One (Sufficient quantity) <input type="checkbox"/> Key in print and on Scantron form <input type="checkbox"/> Secret problem - Eight copies in sealed envelope - one envelope per team - extra copies for judges
Medical Reading	<input type="checkbox"/> Tests for Round One (Sufficient quantity) <input type="checkbox"/> Key in print and on Scantron form <input type="checkbox"/> Questions for Round Two
Community Awareness	<input type="checkbox"/> Notebooks that were turned in during the event orientation

Category V	
Kaiser Permanente Healthcare Issues Exam	<input type="checkbox"/> Tests (Sufficient quantity) <input type="checkbox"/> Key in print and on Scantron form

PROCESS REVIEW:

EVENT TOPIC DEVELOPMENT

Category I: **Knowledge Tests**

Test topic comes from Category members or from suggestions to CE Program from the membership. Generally, the topics address areas of medical knowledge.

Category II: **All Skill Events**

Scenarios are developed for each event to fit selected skills/procedures. Scenarios are designed to be as realistic as possible, with the inclusion of a critical thinking component.

Category III: **Extemporaneous Health Poster**

Event requires that competitor analyze and interpret current health issues or HOSA. At the start of the event, the competitor is given the secret topic with related supporting materials, if applicable.

Extemporaneous Writing

The topic relates to Health Science Technology Education curriculum competencies or HOSA. The following two examples show the topic format:

Wellness: The Focus is on Prevention

What is preventative health care? What types of trends or practices would improve the health of our nation? What should employers do to promote a healthier workforce? What part should HOSA take in promoting wellness?

HOSA: A Community Partner

How important is HOSA as a member of local communities? What types of services does/should HOSA provide? What are the benefits of community service to members? to the community being served?

Researched Persuasive Speaking

Topic selections are Healthcare related. Topic must be one that could reasonably be argued for or against, for example:

Euthanasia

Socialized Medicine

Extemporaneous Speaking

Topic relates to the National Conference theme, developed in such a way that judges can easily evaluate how well the competitor covers the topic.

Prepared Speaking/Speaking Skills

The topic is the National Conference Theme for the year.

Job Seeking Skills/Interviewing Skills

Questions should be developed with consideration to interview rating sheet - and should include personal as well as job-related questions. Each set should include 8 interview questions. Questions for IS may be less complex than for JSS.

Category IV:

Parliamentary Procedure

The secret topic should resemble the sample problem in the event guidelines. Note that the guidelines require the problem to contain 6 motions from at least four of the 5 classes of motions.

Creative Problem Solving

This secret topic is generally a paragraph to a page in length. Typically, supportive information regarding the topic is also provided.

The key to topic development in this event is to have a situation where students must come up with tangible solutions to solve the problem. There must not be one right answer, but many possibilities. The focus should not be on moral decisions but rather on the ability to use the problem solving process to suggest solutions to a health-related problem. For example:

Given labor market data and information on post-secondary programs in a 100 mile radius, the team will determine and defend what one medical program to add to a local community college.

Biomedical Debate

One topic is chosen by the CE Program each year for all teams to debate at all levels of competition. Because the Lincoln-Douglas debate format is used, the event is a values debate, and thus the topic should be value-laden. Teams must be able to debate for and against the topic - therefore - the topic must be one that easily provides for both points of view.

For example:

**The Human Genome Project
Assisted Suicide**

Round One, the preliminary round, also involves a secret topic in the form of a question that relates to the topic for the year. Each team has the opportunity to answer the question and be evaluated by a panel of judges.

Category V:

N/A

Integrating HOSA Competitive Events in the Health Science Classroom

HOSA is an integral part of the health science technology education program, and provides enhancement to the objectives taught in the health science classroom.

Why HOSA?

- **HOSA's origins are in the curriculum**
When HOSA was created as an integral part of the curriculum, it was designed to support and reinforce classroom learning outcomes – not the other way around.
- **HOSA's purpose is learning**
What HOSA does is motivate kids to learn. HOSA conferences, events, and partnerships all motivate Health Science students to do more than would be reasonable within the classroom walls.
- **HOSA's learning value reaches program content and beyond**
HOSA members learn HSTE goals and competencies, and they learn them well. They also learn about leadership, responsibility, teamwork, communication, and other “real world” skills.

The HOSA Competitive Events Program provides a powerful instructional tool. When you focus on the purpose of the competitive events program, you focus on achieving HSTE goals. The goals are achieved through the process – not the reward! What are the goals?

1. Learning → process
2. Fun (relationships) → process
3. Self-respect/internal satisfaction → process

Medals are NOT the goal – they are the reward we use to motivate students to achieve the goals.

Guiding Thoughts

- The priority is to offer the best learning experience possible through health science technology education. HOSA is a part of that process.
- The value of competitive events happens before the competition. It is the learning that takes place in the days, weeks and months BEFORE the competition.
- The CE Program is designed to be comprehensive, challenging, and efficient, with minimal duplication of effort.
- The CE Program is not just a bunch of events – it's a PROGRAM.

Misguided Thoughts

- But that's the way we've always done it...
- But in our chapter, we...
- Since I'm right and you disagree with me, you must be wrong!
- We should reward everyone!
- Our system proves who is the best at...

Of particular value in connected instruction....

Category I (Terminology, Math, Spelling and Knowledge) events reinforce and remind students of fundamental concepts of health science technology education. These events should serve as a review for students who plan to continue their education, as the terminology of medicine is central to all health professions.

Category II events (Skill events) help individualize skill instruction based on the student's career goal. They provide the outline for individualized units of instruction in a comprehensive HSTE class, or support actual classroom goals for career-specific courses. Specifically, students who plan to pursue any of the following careers could learn the knowledge and skills associated with the event as their individualized instruction plan for the unit:

- Dental Careers
- Medical Assisting – Clinical or Administrative
- Dental Laboratory Technology
- Sports Medicine
- Veterinary Medicine
- Physical Therapy
- EMT or Paramedic
- Medical Laboratory Technology
- Nursing Careers

Category III events (Individual Leadership) strengthen the leadership and basic skills of future healthcare professionals.

Category IV events (Team Leadership) help build teamwork skills while strengthening understand of the medical community (Community Awareness, Medical Reading, Health Education), medical knowledge (HOSA Bowl, Biomedical Debate) careers (Career Health Display) and critical thinking (Parliamentary Procedure and Creative Problem Solving.)

Category V events (Recognition) provide an opportunity for community service and recognition.

Participating in HOSA gives the HSTE student a golden opportunity to network with Healthcare professionals beyond the classroom and clinical experience. The added learning and experiences support the student's ability to make informed personal career decisions, and to become a contributing member of the healthcare Community.

HOSA–A Student-Led Association of Future Health Professionals

COMPETITIVE EVENTS – WHAT IS RIGHT FOR YOU?

Category I - Health Science Related Events

Event	What?	Who?
Medical Terminology Dental Terminology	<p>These events are written tests. They include 100 multiple choice questions and some tiebreaker items. The event guidelines contain resources to help the HOSA member in deciding what to study. Competitors should expect to recognize, identify, define, interpret, or apply these terms.</p>	<p>Do you do well on written tests? Do you like to study and learn word meanings, prefixes, suffixes, and root words? Can you transfer your existing knowledge to new information in order to figure out the answer?</p>
Medical Spelling Dental Spelling	<p>Round 1 of these events is a written 50-question test. Round 2 of both events are conducted like traditional spelling bees. Competitors must correctly spell a randomly selected word. One miss and you sit. The last remaining competitor wins.</p>	<p>Are you a naturally good speller? Are you cool and able to think under pressure? Are you willing to study and learn medical or dental terms, and all the root words, prefixes, and suffixes?</p>
Medical Math	<p>Competitors learn the conversion table in the event guidelines and then solve math problems such as conversions between Fahrenheit and Celsius scales and metric and household systems, and problems of weight, volume, and temperature. The test will be 50 multiple choice questions plus the breaker problems.</p>	<p>Do you love math? Are you willing to learn the conversion tables? Are you a good math student?</p>
Knowledge Tests <ul style="list-style-type: none"> •Human Growth & Development •Nutrition •Concepts of Healthcare •Pathophysiology •Pharmacology 	<p>These events are 100-item multiple choice tests. Each test will be related to a specific career or specialty area from within the healthcare community or related information that applies to several health specialties. Competitors select one of the tests; study the content using the resources listed in the event guidelines. The event lasts 1½ hours.</p>	<p>Do you do well on written tests? Do you like to study and learn the facts? Can you apply your knowledge to new information in order to figure out the answers? Do you have a strong background in one of these content areas?</p>

Category II - Health Science Skills Events

Event	What?	Who?
Administrative Medical Assisting Medical Assisting Clinical Veterinary Assisting Nursing Assisting Dental Assisting Physical Therapy Sports Medicine Medical Laboratory Assisting Practical Nursing* <small>*Must be enrolled in a practical nursing program</small>	<p>These events involve both a written test and skill performance related to a specific health career. Competitors practice, practice, and practice until they are proficient in ALL the skills in the event guidelines.</p> <p>During the actual event, competitors take the written test and then qualify to advance to round 2 at a clinical site to perform one or more of the skills in the guidelines.</p> <p>Round 2 are a selected skill procedure(s) identified in a written scenario. The performance will be timed and evaluated according to the event guidelines. Skill events offer an excellent opportunity to extend classroom learning and to work directly with health professionals in your chosen career field.</p>	<p>Do you plan to pursue a health career in any of the skill event areas?</p> <p>Are you willing to take the time to learn all the skills in the event guidelines?</p> <p>Are you willing to demonstrate your skills to several judges? Do you prefer to work alone?</p> <p>Have you had work-based learning experience in one of these areas?</p> <p>Are you willing to practice outside the regular classroom time?</p> <p>Can you apply your knowledge in a written test?</p>
CPR/First Aid EMT	<p>These skill events are for 2 member teams who take a 50 multiple choice item test and then work together to demonstrate their skills in a simulated emergency situation. Round 2 will involve selected skill procedure(s) identified in a written scenario. The performance will be timed (12 minute maximum time limit) and evaluated according to the event guidelines.</p>	<p>Do you want to work with a partner? Do you want to become skilled in providing emergency care?</p> <p>Are you willing to study and practice the skills and knowledge outlined in the event guidelines?</p> <p>Do you work well under pressure?</p>
Clinical Specialty	<p>This event includes 1) Development of a career portfolio, and 2)</p>	<p>Do you like to organize information in a portfolio? (12 pages)</p>

	<p>demonstration of a selected skill common the chosen health career. The portfolio will show career understanding and documentation of a related work-based learning experience. The skill portion will be a videotaped demonstration of a skill related to the chosen career. (15 minute maximum)</p>	<p>Are you willing to research career information? You will need to include a personal resume, interview with a professional in the chosen health career, along with other information identified in the guidelines.</p> <p>Are you willing to work independently? Are you comfortable demonstrating a skill while being videotaped?</p> <p>The skill may not duplicate a skill in an existing Category II event. National HOSA must approve the career selected. This event was designed to highlight health careers that are not already addressed in Category II events.</p>
<p>Personal Care*</p> <p>First Aid/Rescue Breathing*</p> <p>* Only for students classified under the Federal regulations, Individuals with Disabilities Education Act Amendment of 1997—Amended IDEA.</p>	<p>Events consist of an evaluation of students performance of selected skill procedures identified in a written scenario. Performance will be timed and evaluated according to the event guidelines.</p>	<p>Do you want to become skilled in providing personal care or emergency care?</p> <p>Are you willing to study and practice the skills and knowledge outlined in the event guidelines?</p>

Category III - Individual Leadership Events

Event	What?	Who?
<p>Prepared Speaking</p> <p>Speaking Skills*</p> <p>* Only for students classified under the Federal regulations, Individuals with Disabilities Education Act Amendment of 1997—Amended IDEA.</p>	<p>You will develop a speech using the current HOSA national theme for your topic. See your advisor for this year's topic. You may write an outline of your speech notes on note cards, and will then give your speech to a panel of judges. The speech can be a maximum of 5 minutes in length.</p>	<p>Do you want to improve your public speaking skills? Can you express yourself clearly, distinctly, and with passion? Can you organize and present facts about a topic?</p> <p>Can you write a speech that is uniquely you and shows a deep understanding about HOSA?</p>
<p>Extemporaneous Speaking</p>	<p>You'll be given a secret topic related to the possible topics. Ask your advisor for this year's possible secret topics</p>	<p>Do you want to improve your public speaking skills?</p> <p>Can you express yourself clearly, distinctly, and with passion?</p>

	<p>www.hosa.org. You will have 10 minutes to prepare a speech up to 5 minutes in length. Judges will rate your speaking skills and how well you cover the “surprise” topic. You can practice this event by asking your friends, family, and HOSA advisor to make up secret topics for you. Index cards will be provided for speech outline.</p>	<p>Can you think on your feet?</p> <p>Are you daring enough to walk into the virtual unknown and turn it into a speech in 10 very quick minutes?</p>
<p>Researched Persuasive Speaking</p>	<p>This event allows you to take a stand, either for or against one of two selected topics. (www.hosa.org) You will research the topic to gather facts to support your opinion, write a paper, and then develop a speech. After your speech, you will answer questions from the judges about the health issue you presented.</p>	<p>Do you want to improve your public speaking skills? Can you use facts to support your opinion convincingly?</p> <p>Can you think on your feet? Are you willing to write a paper that clearly takes a stand, and supports the issue at hand?</p> <p>Are you a good writer? Can you present information orally?</p>
<p>Extemporaneous Writing</p>	<p>Competitors are given a secret topic that is health related, and have one hour to write an essay on the topic. Suggested topics are found at www.hosa.org.</p>	<p>Do you want to improve your writing skills? Can you express yourself clearly in writing? Do you have a general understanding of health related issues?</p> <p>Do you have neat handwriting? Have you been told you are a good writer? Are you a good speller and understand correct grammar?</p>
<p>Job Seeking Skills</p> <p>Interviewing Skills*</p>	<p>Competitors apply for any healthcare related position for which they are trained or are being trained. A cover letter and resume are sent electronically to the judges</p>	<p>Do you want to improve your ability to get a job? Do you have access to a computer and printer where you can create an impressive resume?</p> <p>Do you understand the roles and</p>

<p>* Only for students classified under the Federal regulations, Individuals with Disabilities Education Act Amendment of 1997—Amended IDEA.</p>	<p>prior to the event. At the event, competitors complete a job application, and then participate in a simulated job interview.</p> <p>Your resume must look professional. Your job application must be complete and very neatly done. Finally, you must be able to speak with knowledge and confidence in your interview.</p>	<p>responsibilities of someone in the job you are applying for? Do you have neat handwriting or good work processing skills?</p> <p>Are you willing to practice mock interviews and dress professionally? Do you know how to give a professional business handshake and make good eye contact?</p>
<p>Extemporaneous Health Poster</p>	<p>Competitors in this event create a poster of a health issue topic using poster board and pencils, crayons, ruler, ink pens, colored markers/pencils, erasers, charcoal, pastels, and pencil sharpener.</p> <p>The key focus is on the development of the secret topic (health issue) and the quality of information presented. The topic is a secret that is not disclosed until the event begins.</p> <p>Suggested topics: www.hosa.org</p>	<p>Do you like to express yourself creatively? Can you take information and illustrate that information? Can you work neatly and artistically?</p> <p>Would you like to analyze and interpret a current health issue and express this interpretation through the development of a poster?</p>
<p>Medical Photography</p>	<p>Competitors use digital photography to illustrate three health professions. Photos are edited using computer software and submitted on a CD. Competitors present to a panel of judges for 1-min. each photo using a computer and data projector.</p>	<p>Do you enjoy taking digital pictures? Are you creative in editing pictures and using technology? Do you have access to a digital camera and computer software? Do you know health professions in your community who would allow you to photograph them?</p>

Category IV - Team Leadership Events

Event	What?	Who?
Community Awareness	<p>This is a community service event. Chapter members work within their community to select a health-related issue and then raise community awareness of that issue. The chapter plans, conducts, and documents each activity. When the project is completed, the chapter develops a portfolio that explains the project and activities. Chapter develops a presentation that will be given by a chapter team of 2-4 competitors.</p>	<p>Do you work well as a member of team? Will you carry out your responsibilities as part of the project? Would you like to present your ideas and activities in a creative and professional way (either by computer or by other, more traditional, means)? Do you truly desire to help your community by providing health information?</p>
HOSA Bowl	<p>Teams of 3-4 HOSA members take a 50-item multiple choice test. Top scoring teams advance to Round 2 and compete by giving appropriate responses to items presented by a moderator. Items may be questions, incomplete statements, and/or definitions. Winners will be determined by a series of elimination rounds. Questions will be 20% HOSA facts, 20% parliamentary procedure, 45% medical terminology and 15% medical history. Teams scoring high enough go on to a single elimination tournament. Ringing a buzzer before the other team and correctly answering the most questions score points.</p>	<p>Do you work well as a member of a team? Do you like to study and memorize medical terminology, medical history facts, HOSA information, and parliamentary procedure? Do you have quick recall under pressure?</p> <p>Are you willing to study and practice outside of class time?</p>
Parliamentary Procedure	<p>Teams of 5-8 members learn about parliamentary procedure. For competition, they take a 50-item multiple choice written test. In Round 2, the team will be given a secret problem with motions to perform during the meeting. After having 10 minutes to analyze a secret problem, they conduct a 10 minute simulated business meeting, addressing the motions in the secret problem. All team members must be involved in the meeting.</p>	<p>Do you work well as a team member?</p> <p>Do you understand the importance of cooperation and working together through competitive performance?</p> <p>Will you study Robert's Rules of Order (Newly Revised) and learn how to conduct a business meeting?</p> <p>Do you think well on your feet?</p>
Creative	<p>Teams of 3-4 members will take a</p>	<p>Do you work well as a member of</p>

Problem Solving	written test (50-multiple choice questions) on 3 books they have already studied, and the top-scoring teams with scores will advance to Round 2, the problem solving round. They are given a potential problem related to a healthcare issue or the healthcare community. They have 30 minutes to analyze the problem. Selected resources will be provided. Teams will have 10 minutes to present their solution to a panel of judges, who will ask questions about their solution and the problem.	a team? Do you have a good critical thinking and problem solving skills? Do you think well on your feet? Are you willing to study the references books in order to be successful on the written test?
Biomedical Debate	This event will consist of a formal debate loosely following the Lincoln-Douglas debate format. The new topic of debate will be announced annually at www.hosa.org . The teams will consist of 3-4 members who participate in a preliminary round. The highest scoring teams qualify for debate round. Debate round pairings and position (negative or affirmative) are based on random selection.	Do you like to debate? Do you like to collect information and organize data? Do you work well as a team member? Are you willing to research the topic to formulate affirmative and negative responses? Are you willing to work with a debate coach to develop your skills for this event?
Career Health Display	Teams of 2 competitors develop a visual display of a specific career in health, or a cluster of careers, by using a variety of mediums. The tabletop display (science project board) may include audio-visual equipment, computers, mannequins, pamphlets, brochures, notebook, tape or video recording, computer-assisted presentation, and any method or combinations to method to display the project. The students will be judged on their ability to present and communicate their information	Do you like to express yourself creatively and concisely to illustrate information? Do you work well as a team member? Do you have an attention to detail that allows you to closely follow guidelines for dimensions and copyright laws?
Medical Reading	Round 1 is a 50-item multiple choice test. Teams of 3	Do you like to read? Do you retain information?

	competitors will be asked questions by a panel of judges. These questions require students to apply, analyze, synthesize, and evaluate information from reading the assigned books. Questions will be in short answer format. Each team member will answer 5 questions, and the team will answer 5 additional questions.	Do you work well as a team member?
Health Education	Teams of 2-4 members select a health-related concept or instructional objective, and then prepare a lesson, provide instruction, and evaluate results. Instruction must include use of presentation tools, such as student-made video, computer demonstration software, slides, transparencies, etc. Teams provide a lesson to a selected group of learners, and have instruction videotaped. One set of judges will evaluate videotape, and another set will judge the notebook and interview the team.	Do you like to teach? Are you comfortable presenting to a group of students? Are you comfortable being videotaped? Do you like to do research of the concept to be taught? Do you like to organize information into a meaningful lesson?

Category V - Recognition Events

Event	What?	Who?
Outstanding HOSA Chapter	Chapters plan activities all year following the areas in the Outstanding HOSA Chapter guidelines, and then create a scrapbook that contains proof of those activities. The scrapbook is judged and chapters who get the highest score earn gold, chapters with the second highest score are silver, and the third is bronze.	Is your chapter active and involved? Are you willing to take pictures and keep records of chapter activities? Can you follow the event guidelines and do all the things an outstanding chapter is judged by? Are you willing to verify membership, offices, local activities participation, state participation, and community activities?
Outstanding HOSA Officer	Each state can name one outstanding state officer. The officer e-mails a summary to	This event is limited to state officers. The criteria process is determined by the state

	National HOSA of career goal and one paragraph statement about HOSA and how it has helped them along with a photo.	association.
National Recognition Program	This event allows you learn about and practice in a variety of HOSA activities that build leadership and organizational skills. Everyone who completes the National Recognition Program is recognized for this achievement.	Do you want to be the best HOSA member you can be? Are you willing to create a portfolio of evidence of your accomplishments in preparation for a health career?
National Healthcare Issues Exam	This event is a 50-item multiple choice test. It measures a HOSA member's knowledge of current health issues. All members who reach a mastery level are awarded certificates of achievement.	Do you do well on written tests? Do you like to study and learn the facts? Can you apply your existing knowledge to new information in order to figure out the answer?
National Service Project	Does your chapter want to learn more and do more for a national healthcare organization? See your advisor for this year's project, www.hosa.org . All chapters who participate are recognized for their service projects to the support the selected organization. Chapters document their involvement and submit to state advisor.	Do you want to make a difference for another organization and the people they serve? Are you willing to participate in activities to support the selected national healthcare organization?
Barbara James Service Award	This event provides recognition to individual HOSA members for outstanding volunteer service in their community. HOSA members fill out an application that describes their volunteer efforts, and are recognized for their achievements.	Do you want to make a difference in your community? Are you willing to document community service?
Chapter Newsletter Award	Chapters are encouraged to submit their newsletters for recognition at the national level, and for possible inclusion of chapter activities in the HOSA National Magazine.	Does your chapter have a newsletter? Well... send a copy to National HOSA!
Outstanding Alumni Member	Each state may nominate one alumni member for this award. The activity report must be submitted along with a resume and letter of recommendation.	Does your state have an alumnus worthy of this recognition?
HOSA Week	These activities are designed to 1) Provide school or community service, 2) promote healthcare opportunities, and 3) show	Do you want to participate in volunteer activities that serve the school and community during HOSA Week?

	<p>appreciation to the healthcare community. Activities are planned and implemented that support the HOSA mission during the selected week.</p>	<p>(1st full week in November)</p> <p>Are you willing to submit a report of these activities?</p>
<p>Outstanding HOSA State Officer</p>		

ANSWERS TO THE MOST POPULAR COMPETITIVE EVENT QUESTIONS

1. Why are some competitors allowed to wear sandals, tank tops, and excessive jewelry and still compete?

First of all, with the exception of HOSA Bowl and the spelling events, the rules state that only competitors (teams) who are properly dressed will earn the five (5) bonus points. IF you saw someone in competition who did not meet the guidelines, that person did not receive five (5) valuable points. In most cases, those five points make a huge difference in the final event standings.

Dress code is a sticky issue because people are different, cultures vary, and there is a fine line between what is and is NOT acceptable. For example:

- Open-toed shoes can be professional – flip-flops are NOT.
- A sleeveless dress can be professional – a sun dress is NOT.
- A split skirt can be professional – shorts are NOT.
- Slacks can be professional – jeans (of any color) are NOT.

So, how do you get it right? Stay out of the gray zone! When in doubt – DON'T! Most of all – don't let it stress you out. Work with your chapter advisor to assure that you represent yourself and your school with pride. If all HOSA members do the same – dress code will not be an issue.

2. How can I find out what to study for the test?

The event guidelines contain a test plan and a list of resources for you to refer to. Since the test questions are taken directly from the listed resources, you will do fine if you follow this advice.

Can't afford so many textbooks? One school made a very specific list of what books they needed, and then found the ordering information on the web. Those lists were sent home, and in 3 weeks, every single book on the list had been donated by parents who saw this as a simple way to make a big contribution.

The HOSA web site has direct links for ordering HOSA references from Amazon.com!

3. Why can't things be better organized?

The goal with HOSA Competitive Events is perfection. Many hours are spent in preparing for the best possible event experience for HOSA members. Sometimes, the local folks who promise to help and bring supplies don't follow through, and then we find ourselves moving to Plan B. Every year, 95% of our events run extremely well, and something strange happens to the other 5%. We never expect things to go wrong, and hope that next year we achieve 100% perfection.

Remember too that HOSA's vast number of volunteers help to keep our costs at a reasonable level. Our number one priority is to offer a quality program for our students, and we plan to continue to work toward achieving that goal.

4. Why aren't there holding rooms at SLC and NLC? People can get out and tell the secret problem.

Holding rooms were taken away many years ago because competitors asked for it. Competitors were frustrated at spending hours in a holding area, and felt that it adversely affected their ability to perform and succeed.

In the General Rules and Regulations, rule # 49 states:

Appointment times are used in many HOSA events to avoid detaining competitors in holding rooms for long periods of time. **Professional ethics demand that competitors DO NOT discuss or reveal the secret topic or scenario for ANY event** until after the event has concluded.

The truth is, we rely on HOSA members to practice professional ethics – before, during, and after their competition.

5. Why can't you find out what skills were done at the regional and state events so they aren't repeated again at Nationals?

There are 37 different states that sponsor state competition, and as a result, all skills are used somewhere, prior to the NLC.

The skills chosen to be performed at the National Conference are usually based on what will work best in the clinical setting available. As a National organization, we do not want to restrict what skills states can select, nor do we wish to disclose the skills that will be performed at the NLC.

Our hope is that when HOSA members come to the NLC, they are competent to perform any and all of the skills in Category II events at a mastery level of skill proficiency. In other words, we want ALL competitors to have been evaluated in local and state competition on all of the skill procedures, such that it really would not matter what skills are chosen – since the HOSA member is highly qualified to perform every one of them.

Be aware that at the National Leadership Conference, usually 2-3 skill procedures are selected for each Category II event.

6. Why are the rooms so small? Why are the tables rough? Why are the chairs so uncomfortable? Why do we have to prep in a room with more than one team?

All good questions. Once again, we do try to secure the best possible hotels and convention centers for holding the State Leadership Conference and National Leadership Conference. For most events, the conditions are excellent. For some, there is noise down the hall, or people too close together testing, or just not enough rooms to allow each preparing team or group to have their own room. What we do have is the best possible environment that we can secure – and an equal playing field for everyone in the same event.

7. Why don't they pick the top performers from each section and then have another round? Wouldn't that make it fairer?

There are many different approaches that can be taken when offering a National Competitive Events Program. We can:

- 1) Decrease the number of competitors/teams each state may send. (First place winners only.)
- 2) Extend the length of the conference and increase registration costs to add additional rounds.
- 3) Decrease the total number of events by 50%.
- 4) Use a computer to mathematically equalize the sections to account for judging differences and thus provide for a mathematically "fair" event using multiple sections.

Choice #4 is MOST consistent with the mission and purpose of HOSA, so that is how we manage multiple sections.

Consider, for example, the competitor in Outstanding HOSA Chapter who wrote "I realize there are a ton of books but I thought it would be nice if one person had a chance to evaluate all scrapbooks."

At this NLC, it took 37 hours of judging to judge Outstanding HOSA Chapter. One judge could not possibly do it all.

A NOTE ABOUT JUDGES:

Judges tell us that the judging experience is a very exciting but somewhat stressful experience. They must remain extremely alert and attentive throughout the event they are judging. One judge shared that "after 3 hours, my brain was fried."

HOSA uses over 150 community professionals at SLC and over 300 community professionals to judge competitive events. Every judge donates approximately five hours of his/her time to HOSA for the orientation and judging. That doesn't count the time the judge spent reading his/her guidelines and instructions that were received prior to the conference.

As you can imagine, finding judges is a challenge, and HOSA is extremely appreciative for their efforts. As we look to ways to improve our competitive events program, we must be mindful of the value of the people and processes that are in place.

HOSA MEDICAL READING HISTORY

2006-07

- ***The Pact*** by Drs. Sampson Davis, George Jenkins, Rameck Hunt, Lisa Frazier Page, 2003. ISBN: 157322989X.
- ***Baby ER: Baby ER : The Heroic Doctors and Nurses Who Perform Medicine's Tiniest Miracles*** by Edward Humes, 2004. ISBN: 0743264436
- ***The First Woman Doctor*** by Rachel Baker, 1987. ISBN: 059044767X
- ***The Cruellest Miles The Heroic Story of Dogs And Men in a Race Against an Epidemic*** by Gay Salisbury, Laney Salisbury, 2005. ISBN: 0393325709
- ***The Germ Freak's Guide to Outwitting Colds and Flu*** by Allison Janse, Charles Gerba ISBN: 0757303277

2005-06

- ***Not Fade Away*** by Laurence Shames and Peter Barton, 2004. ISBN: 006073731X
- ***The Woman with a Worm in her Head: and other True Stories*** by F. Gonzalez-Crussi (Foreword), Pamela Nagami, 2002. ISBN: 0312306016
- ***Second Opinions*** by Jerome, M.D. Groopman, 2001. ISBN: 0140298622
- ***Sam: The Boy Behind the Mask*** by Tom Hallman, 2003. ISBN: 0425191745
- ***My Pocket Mentor*** by Sandra Gaviola, 2004. ISBN: 1401835082

2004-05

- ***Complications: A Surgeon's Notes on an Imperfect Science*** by Atwul Gawande, 2003. ISBN: 0312421702
- ***Dark Remedy*** by Trent Stephens, 2001. ISBN: 0738205907
- ***The Traveler's Gift: Seven Decisions That Determine Personal Success*** by Andy Andrews, 2002. ISBN: 0785264280
- ***Dead Men Do Tell Tales: The Strange and Fascinating Cases of a Forensic Anthropologist*** by Michael Browning, William R. Maples, 1995. ISBN: 0385479689
- ***Power Sleep*** by James B. Maas, Megan L. Wherry (Contributor), David J. Axelrod, Barbara R. Hogan, Jennifer Bloomin, 1999. ISBN: 0060977604

2003-2004

- ***Kill as Few Patients as Possible***, by Oscar London, 1987. ISBN: 089815197X
- ***Five Patients: The Hospital Explained*** by Michael Crichton, 2000. ISBN: 061321546X
- ***Tuesdays with Morrie: An Old Man, a Young Man, and Life's Greatest Lesson*** by Mitch Albom, Stacy Creamer, 2002. ISBN: 076790592X
- ***Love, Greg and Lauren*** by Greg Manning, 2002. ISBN: 055338189X
- ***Gifted Hands*** by Ben Carson, 1996. ISBN: 0310214696

2002-2003

- ***Anatomy of an Illness as Perceived by the Patient: Reflections on Healing and Regeneration*** by Norman Cousins, 2001. ISBN 0393041905.
- ***The Fourteen Friends Guide to Eldercaring: Practical Advice, Inspiration, Shared Experiences, Space for your Thoughts*** by LLC Fourteen Friends, 2000. ISBN 0767906004.
- ***Follow Your Heart*** by Andrews Matthews, 1999. ISBN 0843174919
- ***Born Too Soon*** by Elizabeth Mehren, 1998. ISBN 1575663155.
- ***Ryan White: My Own Story*** by Ryan White, Anne Marie Cunningham, Jeanne White, 1992. ISBN 0451173228

2002 - 2001

- ***Intensive Care: The Story of a Nurse*** by Echo Heron, 1988. ISBN 0804102511.
- ***Nobody Nowhere: The Extraordinary Autobiography of an Autistic*** by Donna Williams, 1992. ISBN 0380722178.
- ***One Hundred Days: My Unexpected Journey from Doctor to Patient*** by David Biro, 2001. ISBN 0375706739
- ***My Own Country. A Doctor's Story*** by Abraham Verghese, 1995. ISBN 0679752927.
- ***Get Everyone in Your Rowing in the Same Direction*** by Bob Boylan, 1993. ISBN 1558505474

2000-2001

- ***Stick Figure: A Diary of My Former Self*** by Lori Gottlieb, 2000. ISBN 0684863588
- ***Who Gets Sick – How Beliefs, Moods and Thoughts Affect Your Health*** by Blair Justice, 1988. ISBN 0960537678
- ***Mother Teresa, Beyond the Image*** by Anne Sebban, 1998. ISBN 0385493568
- ***Necessary Journeys*** by Nancy L. Synderman, MD, 2000. ISBN 0786884320
- ***Midwives*** by Chris A. Bohjalian, 1998. Vintage Books, ISBN 0375706771

1999-2000

- ***Gifted Hands*** by Ben Carson, M.D., 1992. ISBN 0310214696
- ***Power Sleep*** by James B. Maas, Megan L. Wherry (Contributor), David J. Axelrod, Barbara R. Hogan, Jennifer Bloomin, 1999. ISBN: 0060977604
- ***Born to Play*** by Eric Davis, 2000. ISBN 0670885118
- ***On Duty: A Nurse's Notes on Life and Death*** byCarolynn Parnall Fink, 1996. ISBN 044914965X
- ***Caring for Patients from Different Cultures*** by Geri-Ann Galanti, 2000. ISBN 0812216083

1998 – 1999 (Pilot)

- ***Gifts of Time*** by Fred J. Epstein, Elaine Fantle Shimberg, 1993. ISBN: 0425144038.
- ***First, Do No Harm*** by Lisa Belkin, 1993. ISBN: 044922290X.
- ***The Longevity Strategy*** by David Mahoney, Richard Restak, 1998. ISBN: 0471248673.
- ***Your Guide to Complementary Medicine*** by Larry P. Credit, Sharon G. Hartunian, Margaret J. Nowak, 1998. ISBN: 0895298317.
- ***The Drucker Foundation: The Leader of the Future*** by Frances Hesselbein, Marshall Goldsmith, Richard Beckhard, editors, 1996. ISBN: 0787901806.

RPS AND BD TOPIC HISTORY

Researched Persuasive Speaking	
Year	Topics
1993-94	Homosexuals in Healthcare – Is it an Issue?
	OSHA Standards – On Target or Overboard?
	Healthcare Reform and the White House
1994-95	Antibiotic Therapy: Use or Abuse?
	Alternative Medical Therapies
	Euthanasia: An Alternative?
1995-96	Animals for Research
	Organs for Sale
	Physician Salaries: Are They Worth It?
1997-98	Make Tobacco a Controlled Substance
	Government Control of Medical Insurance
1998-99	Alternative Medicine – A Complementary Approach to Health Care
	Controlling Behavior with Drugs: Ritalin/Prozac
1999-00	A Safe Solution to a Societal Problem: Controlled Distribution of Abusive Drugs
	Legalization of Marijuana for Medical Use
2000-01	Fetal Tissue Use in Research and E-Commerce
	Pharmacy Government Regulations
2001-02	The Government Should Regulate the Production of Antibacterial Products
	Herbal Medicine: A Viable Alternative to Health Care
2002-03	Advertising Pharmaceuticals Through the Media
	Tatoos and Body Piercing: A Health Risk
2003-04	Cosmetic Surgery for Teens (16 and under)
	Performance Enhancing Supplements for High School Athletes
2004-05	Dietary supplements and vitamins should be regulated by the FDA.
	Gastric by-pass surgery for extreme weight loss
2005-06	Therapeutic Cloning
	Antidepressant Drug Use in Children
2006-07	The Sale of Junk Food and Soft Drinks in Public Schools
	Stem Cell Research

Biomedical Debate	
Year	Topics
1997-98	Rationing Health Care
1998-99	Genetic Engineering
1999-00	Manage Our Miracles: Fertility-Induced Multiple Births
2000-01	The FDA should regulate experiments involving xenotransplantation
2001-02	The federal government should fund embryonic stem cell research
2002-03	Human organ sales should be legalized in the United States.
2003-04	Congress should establish federally mandated malpractice award caps.
2004-05	Genetic testing should be performed on all infants at birth.
2005-06	The U.S. should have a National Health Insurance Program where the government finances health care, but keeps the delivery of health care to mostly private control.
2006-07	Disaster Preparedness: The U.S. health care system is prepared to effectively respond to widespread biological disasters.

ADVISOR GUIDELINES FOR STUDENTS ATTENDING STATE LEADERSHIP CONFERENCE

1. Students should make a **commitment** to attend and compete prior to the registration deadline. **No refunds will be given after the conference registration deadline!**
2. Secure all permission forms, Medical Liability Release forms, Parental Permission forms and Code of Conduct forms. Each advisor must bring copies signed forms to the state conference. Forms are posted at www.schosa.org
3. Advisors should carry a list of their students' cell phone numbers at all times
4. It is recommended that students write the advisor's cell phone number on the back of their conference name badge so they will have a way to contact the advisors at all times, even if they are at an off-site area.
5. Orient your students to appropriate behavior for the hotel and general sessions.
 - Review safety features in the room. Make sure students know not to hang anything on the water sprinklers. Use auxiliary locking devices on doors and windows.
 - Find the nearest emergency exit and discuss the procedure to be used if a fire alarm is sounded.
 - Select a place to meet with your students in the event there is an alert of any kind at any time of the day.
 - Use the door viewer to identify anyone requesting entry.
 - Report any suspicious activities in the corridors or rooms.
 - Review proper attire at hotel restaurants, shops, and in the lobby area.
7. Orient your students as to protocol for general sessions, i.e. appropriate dress, behavior, commitment to remain for the entire session, and courtesy to other conference guests.
8. Student participation in this conference implies their desire to improve qualities that will enable them to serve more effectively as a leader in their local chapter and community. It is assumed that their purpose in attending is serious and that their conduct will reflect the leadership responsibility that they have accepted. The advisor is responsible for student conduct, so please advise students of the following rules:
 - All students and advisors should attend all scheduled sessions.
 - Students must be accompanied by an advisor on all trips to places of interest outside the hotel.
 - **Students must be in their hotel room by curfew.**
 - Participants must observe safety precautions in all activities.
 - No alcoholic beverages, tobacco products, or illegal drugs are permitted during travel or while participating in a school-sponsored activity.
 - Conduct which is detrimental to purposes of the meeting will result in disciplinary action and the member being removed from the remainder of the conference.
9. Always travel in groups – preferably of three or more. No student is to be left at the hotel without a designated advisor or chaperone.
10. Be wary of strangers who seem overly anxious to help you.
11. Carry only the cash you need in small denominations.
12. Report lost or stolen items to your advisor and hotel management.

STATE LEADERSHIP CONFERENCE PLANNING REMINDERS

NAME TAGS

Conference nametags must be worn at all times during all HOSA activities.

VOTING DELEGATES

Each chapter is entitled to send **2 voting delegates for the first ten (10) members or less, plus one (1) voting delegate per each additional 10 members or major fraction thereof, except that in no case shall any local chapter have more than 5 voting delegates.** If possible select students that may not be competing. Voting delegates must wear their ribbon and sit in the reserved section during the business session.

COMPETITIVE EVENTS

Read carefully the HOSA Competitive Events Guidelines. Prepare students to have a positive attitude. They should understand that the true benefit of competition is in the preparation, participation, and networking - and not only winning.

COURTESY CORPS

Each chapter should register two students to serve as courtesy corps. These students may or may not be involved in competitive events. Courtesy corps students will assist advisors in running the assigned event. When possible, scheduling will be done to allow competitors to serve as a courtesy corps.

ADVISOR RESPONSIBILITY

All advisors must participate in conference management by sharing in conference duties. Consider your role as an advisor and what impact you are having on the students. Failure to complete designated duties may result in the advisor appearing before the SC HOSA Board of Directors Executive Committee.

CODES OF CONDUCT, MEDICAL LIABILITY RELEASE & PARENTAL PERMISSION FORM

Advisors are responsible for having their students complete the HOSA Code of Conduct form and Medical Liability Release form, and Parental Permission form. A parent or guardian's signature is required on all forms. Advisors should sign the Advisor's Code of Conduct form. Have all of these forms in your possession during the conference.

SPECIAL NEEDS STUDENT EVENTS

Student Eligibility Form for competitors in First Aid/Rescue Breathing, Personal Care, Speaking Skills, and Interviewing Skills should be sent with registration materials. We suggest that you also bring an extra copy. **If special accommodations need to be made for your special needs student, please indicate these needs on your registration form.**

JOB SEEKING SKILLS AND INTERVIEWING SKILLS

Cover letters and resumes must be e-mailed to schosa@worldnet.att.net on the date outlined in the conference registration materials. ***The resume and cover letter should be e-mailed by the student. The subject line of the e-mail should include JS, Student's First Initial and Last Name and S for Secondary or PS for Postsecondary. Cover letter MUST be in the body of the e-mail. Resume MUST BE AN ATTACHMENT to e-mail cover letter. If the competitor is using Microsoft Word on a Macintosh computer, the document MUST be saved to a Word PC compatible file before being sent as an attachment. Competitors will receive an electronic response when the transmission is received by SC HOSA.***

NATIONAL HOSA WEEK

Participation in National HOSA week will be recognized at the state leadership conference. Present your documentation of your chapter's activities at on-site registration.

AWARDS SESSION

All participants should plan to attend the closing ceremony. If a competitor is unable to attend the awards ceremony to receive his/her medal, the advisor should designate someone to receive the medal for the student. No awards will be mailed to recipients.

LOST & FOUND

Any items (notebooks, purses, money, etc.) found should be taken to Conference Headquarters. Individuals having lost an item may claim said claim item from headquarters. Any items not claimed prior to the close of the awards session will be discarded.

POSTERS, NOTEBOOKS, VIDEOS, AND RATING SHEETS PICK-UP

All Health Education notebooks and videos, Extemporaneous Health Posters, Outstanding HOSA Chapter scrapbooks, HOSA Week documentation and Community Awareness notebooks must be picked up from headquarters ***prior*** to the start of the closing ceremony or immediately following the session. Any unclaimed materials will be discarded.