

# GLOSSARY OF SELECTED TERMS

---

## B

- Board Chairman** elected chairman of the HOSA, Inc. Board of Directors
- board member** someone who serves on the HOSA, Inc. Board of Directors
- bonus** extra points added to an event score for proper dress, etc., as determined by the event guidelines

## C

- CE** abbreviation for Competitive Events
- CE Director** the person who supervises and facilitates the HOSA competitive events program
- CE Headquarters** room at the NLC for Competitive Events management and materials storage
- competitor** student HOSA member participating in a competitive event
- conference call** meeting of all or part of a HOSA group via the telephone, where all participants can hear, be heard, and participate in the call
- Conference Management System** also known as HOSA Conf, the software program used to manage the registration of conference delegates, scheduling of competitive events, and tabulation of results

## D

- disqualification** procedure whereby a competitor who violates event rules is not permitted to compete

## E

- event site** generally refers to a medical facility away from the NLC hotel where selected skill events are held

## G

- General Rules And Regulations** beginning section of HOSA Handbook, Section B – includes rules that apply to events in general, they serve as a supplement to all event guidelines
- guidelines** written description of the process and evaluation for each competitive event, found in Section B of the HOSA Handbook

## H

<b>HOSA Handbook Section B</b>	official reference for HOSA Competitive Events, contains guidelines for each competitive event
<b>HOSA, Inc.</b>	the legal entity of the Health Occupations Students of America
<b>HOSA, Inc. Board of Directors</b>	elected body with the authority to manage all affairs of HOSA, Inc.
<b>Host State Lieutenant</b>	person responsible for suggesting and contacting potential health care sites (locations) for Category II events outside of the hotel at the NLC
<b>HQ</b>	abbreviation for headquarters, a room at the NLC for management of competitive events, storage of CE supplies, meeting of staff members, etc.

## I

<b>inquiry</b>	a process that allows the HOSA member to disagree with or seek clarification on a decision related to competitive events
<b>"inside" of event</b>	refers to the room where the competition actually takes place, sometimes an event section, usually managed by a Section Leader

## J

<b>judge</b>	the person with medical or leadership expertise who evaluates competitors following written criteria and awards a score for the competitors' performance
--------------	--

## L

<b>Lieutenant</b>	member of CE Program Staff
<b>local advisor</b>	person responsible for a group of HOSA members, generally a health occupations teacher or college faculty member

## N

<b>National HOSA Management</b>	professional leadership group that provides management services to the entire HOSA organization, includes an Executive Director, Associate Director, and National Staff
<b>NLC</b>	abbreviation for HOSA's National Leadership Conference, held each June

## O

<b>orientation</b>	formal process/meeting for verification of event pre-registration and reviewing event guidelines and process, for answering competitors questions, and clarifying event situations as needed
--------------------	--

**"outside" of event** area in hallway outside of where competitive event is taking place, usually where competitors wait before the event and complete evaluation forms after the event, managed by Event Manager

## P

**PowerPoint** presentation software program, used to display event finalists during the National HOSA Awards sessions

**proxy** a process that allows someone to represent a competitor at an event orientation, the person who represents the competitor

## R

**Recognition events** events in Category V, usually awarded during National Recognition Session, held the night prior to the Awards Sessions

**resources** suggested texts from which content or skills related to a particular event originate, a published text source

## S

**scantron forms** test answer sheets that can be read by an optical scanner, generally requiring the competitor to Abubble in≠ the correct response with a #2 pencil, OR, evaluation forms that can be read by the scantron machine

**scenario** in Category II (Skill) competitive events, a description of what happened that sets the environment for competitors to demonstrate skills, a secret topic to role play about

**secret topic** in selected competitive events, a topic such as a title for a speech , essay, poster or presentation, that competitors do not know until they are in the preparation for event competition

**section** a sub-group in a competitive event where all competitors have the same judges, an event may have one large section per division (ex: Medical Terminology) or numerous smaller sections (CPR/First Aid)

**site** physical location of selected Category II events

**skill events** events in Category II that require the demonstration of selected clinical procedures, all directly related to a health care career

**skills** generally refers to procedures selected to be demonstrated in Category II events

**special needs events** includes Personal Care, Rescue Breathing, Interviewing Skills and Speaking Skills – events designated for exceptional children as outlined in the Individuals with Disabilities Act

<b>staff</b>	competitive events program group that attends meetings to develop process and practices for competitive events, and takes a major leadership role in the preparation and delivery of competitive events at the NLC
<b>state advisor</b>	person responsible for a specific state delegation - including student members, chapter advisors and guests
<b>state sponsor</b>	state responsible for the management of a competitive event at the NLC
<b>state sponsor coordinator</b>	person responsible for identification of specific event personnel for a sponsoring state

## T

<b>tabulations</b>	at the NLC, room with conference management program on computer, managed by computer consultant, to generate competitive event results and session scripts
<b>TAC</b>	abbreviation for Technical Assistance Council, a group of health care and HOSA professionals with expertise in a specific event area, organized to analyze and make recommendations about a specific competitive event
<b>tally</b>	to add scores for a competitive event
<b>Tally Sheet</b>	the official HOSA form that includes spaces for judge scores, bonus points, test scores and total scores, depending upon the circumstances of a specific event
<b>theme</b>	annual topic selected by the voting delegates during the annual Business Session – also referred to as the National Theme
<b>topic</b>	certain events have a specific assigned idea for analysis and presentation, with the given idea announced annually. For example, Biomedical Debate and Researched Persuasive Speaking have announced event topics