

APPENDIX D

**NATIONAL HOSA COMPETITIVE EVENTS
INDIVIDUAL OR TEAM ORIENTATION PROXY FORM**

(To be completed prior to arrival and submitted by Competitor Representative at the specified orientation session.) Reference: "General Rules and Regulations," #13 National HOSA Handbook, Section B.

13. **FAILURE TO ATTEND THE EVENT ORIENTATION may result** in the loss of 10 points. Registered participants must attend the scheduled orientation session at the National Leadership conference for the event(s) in which they are competing, or provide a proxy (advisor, student) qualified to interpret to the competitor the directions/information shared at this orientation.

At least one (1) team member must attend the orientation for team events. When a team member is representing others on a team, he/she must bring a completed proxy form.

All competitors must be present at the orientation for those events in which the orientation includes Round One or other event component.

Name of Competitive Event: _____

Name of HOSA student member(s)
registered for this event: _____

Name of person (fellow student(s), advisor, parent, etc.) to attend the orientation representing
student competitor(s): _____

Title/Relationship: _____

Reason for absence of competitor(s):

Signatures Required

Competitor(s): _____

HOSA Advisor: _____

Comments:

APPENDIX E

EVENT MANAGER'S INFORMATION FOR ADMINISTERING WRITTEN TESTS

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, pre-slugged Scantron sheets, and event printout from the Competitive Events Headquarters.
2. Check to be sure you have a Scantron form for each competitor on the event printout, and additional blank Scantron forms to use if needed.
3. Be at the administration site at least 30 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.
4. Check-in each competitor. When using pre-slugged Scantron forms, give the correct form to the competitor at check-in.
5. If a competitor comes to the test who does NOT have a pre-slugged Scantron form or who is NOT on the competitor list, politely question the competitor to make sure he/she is in the right test. Then give the competitor a blank scantron and write his/her name, school, etc. on the bottom of the printout, with as much information as possible. Meanwhile, give the Lieutenant the information so that he/she can check the eligibility of that competitor.
6. If the competitor brings materials or personal belongings, have the competitor put them under his/her chair and take them when finished with the test. Ask them to put cell phones on their table, in full view of the proctors, in the off position.
7. Distribute a test (and Scantron sheet if not pre-slugged) to each competitor and give instructions for filling out the scantron and writing their ID number on the test booklet. Direct them **NOT** to open or begin the test until directed to do so.
8. There will be an announcement at the start of all tests that will inform competitors of the start and stop times. In addition, there will be a verbal announcement when there are 15 minutes remaining for the test period.
9. For all written tests, a late competitor will be allowed to take the test. There will be a loss of 10 points if the competitor starts the test after the time has begun. The competitor will stop when all other test-takers are stopped.
10. Time limit for written tests: All of the 100 question exams and Medical Math will be scheduled for 1½ hours with all other 50 question exams being scheduled for one (1) hour. Epidemiology (test and case study) will be scheduled for two (2) hours.



DIRECTIONS TO BE READ TO COMPETITORS PRIOR TO THE TEST

1. Please place your personal belongings under your chair, and place your cell phone on the table in front of you in the off position (or with the battery removed) in plain sight of event personnel. **DO NOT TOUCH YOUR CELL PHONE** for the duration of the test. If the cell phone makes any noise at all, including vibrating, penalty points will be assessed.
2. Your written test and Scantron form have been distributed to you. Please check to be sure that the pre-printed information on your Scantron form is correct.
3. **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.**
4. We will not be able to answer any questions about the test itself after you start taking the test, so please ask any questions you have before we start the timing of the test. If you have any personal needs once timing has begun, please raise your hand.
5. 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 form. 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.
6. When you are finished, please raise your hand and we will collect your test materials. Then quietly collect your personal belongings from under your chair, and quietly leave the room.
7. **Remember to 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.)**
8. Read the following information, as appropriate:
 - a. If there are **tablecloths**, place the Scantron form on the test booklet to bubble.
 - b. If there is a **tie-breaker**, write neatly and do NOT detach it from the test booklet.
 - c. **Spelling tests** - Round One is used to determine place of competitor for the spell down and to qualify for Round Two.
 - d. **Skill Event Tests** will qualify competitors for Round Two. A combined score of the test and skills is used to determine event winners.
 - e. **HOSA Bowl, Parliamentary Procedure, Medical Reading, Forensic Medicine and Creative Problem Solving** - Round One team scores are used to qualify teams for Round Two.
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 are 15 minutes remaining for the test period. You may begin.

APPENDIX F

STANDARD WAIVER FORM

The HOSA Competitive Events Program seeks to showcase the work of HOSA members in HOSA publications. Permission is obtained from the competitor by HOSA as part of the event process in the form of a statement in the guidelines, release form in the guidelines, or as a separate waiver form that is signed and collected during the event orientation.

HOSA members are NOT obligated to give permission for HOSA to use their publications, with the exception of Medical Photography and Public Service Announcement. For all other events, failure to provide permission for publication will have no effect on event judging or results.

The collection of waiver/release forms does not obligate HOSA to publish the permitted document(s). When release forms/waivers are not a part of the event guidelines, the Standard Waiver Form below may be used if there is any possibility of publication of the specific event products.

Table with 2 columns: Activity Name and Associated Form. Activities include Clinical Specialty, MRC Partnership, Public Health Emergency Preparedness, Extemporaneous Writing, Medical Photography, Researched Persuasive Speaking, Community Awareness, Health Education, Public Service Announcement, Chapter Newsletter, and HOSA Week.



Standard Waiver Form

Event _____

I give permission for National HOSA to publish my (our) work in HOSA publications to promote HOSA's role in preparing students for the health professions, in print and electronic documents, now and in the future.

Competitor's Signature _____ Date _____

Competitor's Signature _____ Date _____

Competitor's Signature _____ Date _____

Competitor's Signature _____ Date _____

School _____ State _____

APPENDIX G

COMPETITIVE EVENT DEMOS AND PILOTS

The HOSA Competitive Events Program seeks to keep event offerings that are up to date and that reflect the needs of the health care community.

States are encouraged to be a part of this effort through the event demonstration process. Following program policy, states may suggest events to be added to the National Competitive Events Program.

At the annual National HOSA Leadership Conference, approved events are demonstrated by sponsoring states. The demonstration serves to "showcase" the proposed new event in a 1-2 hour Educational Symposium and gives an opportunity for participants and observers to provide feedback.

Approved events may then graduate to Pilot status where they will be open to all affiliated states, following rules similar to regular events. Pilot events are still undergoing careful evaluation and revision by the Competitive Events Management Team. It is only after an event proves to serve the mission of HOSA and the needs of HOSA members on a National level that it becomes a regular competitive event.

This section contains:

- ◆ Process for Demos and Pilots
- ◆ Demo Proposal Form

Process for Demos and Pilots

HOSA competitive events are separated into categories and classified as regular, recognition, pilot and demonstration events. By following a carefully planned process of evaluation and revision, HOSA members are assured that the HOSA Competitive Events program offers the quality and variety of events that make HOSA members proud.

Regular Events

A regular competitive event has passed through certain steps to ensure that most of the "bugs" are out, that it is curricular in nature, it does not closely resemble an existing event, and that it meets the needs of HOSA members. With few exceptions, these events are offered for secondary and postsecondary/collegiate competitors. Each HOSA state can send three representatives (individuals or teams) who competed in the same event at the state level. HOSA recognizes the top 10 finalists and awards medallions to first, second and third place winners at the National Leadership Conference during the final night's Award's Session.

Recognition Events

The recognition category is for those events that, for a variety of reasons, do not fit in the regular event categories. Recognition events honor students and HOSA chapters for outstanding achievement. Awards in this category are given during the Recognition Session on Friday evening at the National HOSA Leadership Conference. The number of participants per state per recognition event varies.

Demonstration Events

States or the Competitive Events Program may propose a new event for the members of HOSA through the Demonstration process. By following proper steps, a Demonstration event can be conducted at the National Leadership Conference for the purpose of "showing off" the event. When a state demonstrates the event, the state is responsible for developing the guidelines, inviting other states to participate, and running the event at the NLC. Often, observers are allowed in Demonstration events.

The atmosphere of a Demonstration event is generally less formal than a regular event. Because the purpose is to obtain feedback, a discussion session is often held with participants, judges, and observers at the completion of the demonstration. A special evaluation is done by all participants as part of the event.

Participants in Demonstration events do NOT receive medallions, however, first, second and third place awards are given during the Friday night Recognition Session to honor achievement in the Demonstration event.

Pilot Events

Demonstration events that are found by the participants and the Competitive Events Program to have national appeal are then "promoted" to pilot event status. A pilot event becomes the responsibility of HOSA and the Competitive Management Team. It is then reviewed, revised, and offered to all states for their participation. While competition rules are the same as regular events, pilot events are still in a developmental stage and subject to careful evaluation and revision.

The recognition for Pilot events is similar to Demonstration events.

If the pilot event is determined by the competitors and the Competitive Events Management Team to be of high quality, it can "graduate" and become a regular event. If more work is needed to improve the event, the management team may recommend to keep it a pilot for another year.

HOW TO DEMONSTRATE AN EVENT

States who have conducted an event for at least two years may submit their event to the National HOSA Competitive Events Program by completing the HOSA National Demo Proposal Form and forwarding the needed supportive documentation to the National HOSA Headquarters. New event Demos are voted on by the Competitive Events Program in June of each year for demonstration at the following June's National Leadership Conference.

PROPOSAL - DEMONSTRATION EVENT

Purpose: The purpose of a Demonstration Event at the HOSA National Leadership Conference is to share with members and advisors in all other interested states selected occupational and leadership skills in the area proposed for consideration as a new HOSA competitive event.

Policy: The policy of the HOSA Competitive Events Program is that an event may be submitted by a state as a National Demo provided the event has been run at the state level for two years, and that the proper documentation is submitted to the National HOSA Competitive Events Program prior to June 1 for implementation the following June if approved, based on supportive documentation.

Sponsoring State:	Date:
State Advisor:	
Address:	
Telephone:	FAX:
Title of Event:	

Supportive Documentation

1. How long has this event been run at the state level? _____ years
2. Attach list of Technical Advisory Committee members. ____ Attached
3. Attach event guidelines to include: _____ Attached
 - Complete Event Description
 - Purpose
 - Rules and Procedures
 - Dress Code
 - Required Personnel
 - Facilities, Equipment and Supplies
4. Rationale for this event:
5. Event cost/budget:
6. Professional Organization commitment (explain):

7. Benefits of this event to the HOSA members:

8. Benefits of this event to the HOSA organization:

9. Number of programs in state offering this program; _____ programs

10. Number of students competing in this event at the state conference in the past two years.

Year _____ Number of competitors _____
Year _____ Number of competitors _____

Additional Information:

Signed: _____ Date: _____
State Advisor

APPENDIX H

DRESS CODE FOR COMPETITIVE EVENTS

For 2011-12, HOSA members should follow the event guidelines in determining appropriate competitive event attire. Competitors (teams) who are appropriately dressed will earn bonus points for proper dress.

For all competitive events, five (5) bonus points will be added once per competitor and/or team to the tally sheet for appropriate dress. In team events, all team members must be properly dressed to receive the bonus points. Exceptions are as noted in the event guidelines.

- At the NLC, dress bonus points are awarded unless a dress code violation is agreed upon by the Event Manager and a member of the National HOSA CE staff. The Event Manager must notify the Event Lieutenant or Category Chair. When dress points are not awarded, this must be indicated on the HOSA Event Section Summary form, and signed by a member of the CE Program staff.
- Judges are NOT responsible for the dress code. Dress code points are awarded by competitive event personnel.
- School tags, state badges or ID's must be removed or completely covered during competition.
- When in doubt, personnel should award dress points. Competitors with blue hair, large earrings, sleeveless blouses, and colorful clothing may still be dressed professionally.
- Bonus points are not awarded or deducted at event orientations unless the orientation includes competition. Competitors who are not properly dressed at orientation should be counseled to assure they understand the dress code for the event.

Proper Business Attire

- Females -- Business suit, tailored dress or blazer and skirt or slacks with tailored blouse
- Males -- Business suit or sport coat, vest, or sweater, and slacks with dress shirt and tie (optional)

No dress code can cover all contingencies so HOSA members must use a certain amount of judgment in their choice of clothing to wear. HOSA members who experience uncertainty about acceptable HOSA attire should ask his/her HOSA local or state advisor.

Here are a few more tips to help you understand Business Attire.

- No denim clothing or canvas shoes will be acceptable. Denim pants in colors other than blue are not permitted. Blue jean skirts and dresses are NOT acceptable.
- Dress pants are acceptable but "shorts", "capri pants" and other short pants are not acceptable.
- Casual tank or tube tops, t-shirts, sweat pants/shirts, or tennis shoes are never acceptable.
- Business-casual attire may include khaki pants and polo tops.
- Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests is NOT appropriate.
- Clothing that reveals excessive cleavage, your back, your chest, your stomach or your underwear is not appropriate for HOSA delegates.
- Clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. Any clothing that has words, terms, or pictures that may be offensive is unacceptable.
- Open-toed shoes and heeled sandals are permitted. Flip-flops are not.

Definition of Flip-Flops

Flip-flops and **thong sandals** are flat, backless, made of rubber or leather, plain or embellished with beads, etc., consisting of a flat sole held loosely on the foot by a Y-shaped strap, like a thin thong, that passes between the first (big) and second toes and around either side of the foot.

Clinical Uniform for Skill Events

For most skill events, scrubs and clinical shoes or white leather tennis shoes are acceptable clinical attire. Other dress may be appropriate to the occupational area and acceptable for HOSA competitive events. Shorts and flip-flops are not acceptable HOSA clinical attire.

HOSA Event Section Summary

Event _____ Section # _____

Event Manager _____ State _____

Secondary Postsecondary Collegiate Mixed

Actual Start Time _____ Competitor Completion Time _____

 Section Leader Signature _____

 Event Manager Signature _____

Strengths of Event:


Weaknesses of Event:

Specific Recommendations for Improvement of Event Guidelines:

Dress Code Violation: (List name, ID #, and specific violation.)

Process Violation: (List name, ID #, and specific violation, such as missed orientation, failed to bring event guidelines, etc.)


 Event Lieutenant Signature _____

 Category Chair Signature _____

 Director or Co-Director Signature _____

Attach this form to the front of the packet containing:

- Competitor list by section
- Rating Sheets
- Evaluations
- Event materials (HOSA copies of portfolios, etc.)

 *Signatures indicate that all event processes were done correctly, and all materials are complete and attached.*

* Attach additional pages if needed.