



## CLINICAL SPECIALTY

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**Purpose:** To provide the Health Science student with an opportunity to develop and demonstrate knowledge and skills in a selected health profession.

**Description of Event:** This event will consist of two items: a) the development of a career portfolio, and b) the demonstration of a selected skill common to the chosen health career. The career portfolio will be created by the competitor to show career understanding and documentation of a related work-based learning experience. The skill portion will consist of the digitally recorded demonstration of a skill related to the chosen career.

**Dress Code:** Competitors shall wear official HOSA uniform or proper business attire. Bonus points will be awarded for proper dress.

**Rules and Procedures**

1. Competitors in this event must be active members of HOSA in good standing in the category in which they are registered to compete (Secondary or Postsecondary/Collegiate).
2. The competitor will choose a health career that he/she is planning to pursue. The career must be a health profession with at least one clinical skill that can be learned and demonstrated as part of the HOSA competitive event process. **The skill may not duplicate a skill in an existing Health Professions or Emergency Preparedness event.** The career must meet the "Career Selection Requirements" section of these guidelines.
3. The competitor will create a 12-13 page (one-sided) career portfolio that contains evidence of career research and a work-based learning experience. Sheet protectors and page dividers may NOT be used. With the exception of the Professional Verification, the portfolio should follow a modified outline style (use of bullets, main concepts) and not be in narrative form. The contents of the portfolio MUST be as follows:

Page 1	<b>Cover Page</b> (May be creative. Should identify the career field and not the competitor.)
Page 2	<b>Personal Resume</b> (Contains factual competitor information)
Page 3	<b>Career Summary</b> (Summary of important points of the career chosen.)
Page 4	<b>Education, Training, Credentialing, and Career-related Data and Statistics</b> (Including citation of resources)
Page 5	<b>Professional Association</b> (Summary of professional associations that serve and represent the chosen career.)
Page 6	<b>Interview</b> (Summary of interview conducted by the competitor with a professional in the chosen career field.)
Page 7	<b>Career Evaluation</b> (List/explain 5 strengths and 5 weaknesses of the career.)
Page 8	<b>Work-based Learning Summary</b> (Who, what, where, when, and for how long.)
Page 9	<b>Learning Outcomes</b> (List with descriptions of "What I Learned" in the work-based learning experience.)
Page 10	<b>Professional Verification</b> (One page evaluation of work performance from a professional in the chosen profession.)
Page 11	<b>Portfolio Release Form</b>
Pages 12-13	<b>Skill Checklist</b> (maximum of 2 pages)

4. Competitors in this event are encouraged to use a variety of resources in the development of the portfolio and skill checklist. The official references that will be used by the judges are:
  - *Health Professions: Career and Education Directory*, Current Edition, American Medical Association, AMA Press.
  - *300 Ways to Put Your Talent to Work in the Health Field*, Current Edition, National Health Council.
5. Two (2) copies of the career portfolio contents will be printed on 8 ½ x 11" white paper with one staple at the top left corner of the page and **MUST** be turned in at orientation. They should **NOT** be in a binder or folder. The print copies turned in at orientation will be retained by National HOSA and will not be returned to the competitor.
6. The competitor will select a skill that is performed by professionals in the chosen career field, will develop a skill checklist for the selected skill, and will perform the skill while being digitally recorded. The skill checklist must include all steps that would be performed as part of the skill. The specific text reference used in the development of the skill must be cited. (Title, author, copyright, page numbers, etc.) The reference must be a verifiable text and not an individual person.
7. The portfolio contents **MUST** be typed or word processed.
8. All competitors shall report to the site of the event orientation at the time designated. Competitors must bring and turn in:
  - Two (2) copies (photocopy or computer print-outs) of the portfolio contents
9. The competitor will report to the event site at the appointed time for the interview by the judges. The event will be timed as follows:
 

▪ Judges review and rate portfolio contents	4 minutes
▪ Competitor invited into room for interview and skill review	7 minutes
▪ Competitor excused, judges complete rating sheet	2 minutes

After the judges review the portfolio contents, the competitor will be invited to sit with the judge(s) for a maximum of seven (7) minutes. The judge(s) will ask the competitor questions about the portfolio contents. During this time, the competitor will have a maximum of five (5) minutes to show part(s) of the skill demonstration and talk about the skill performance. The purpose of the interview and skill review is to evaluate the competitor's knowledge and understanding of the skill and career. After the competitor leaves, judges have two (2) minutes to complete the rating sheet.

10. For the skill presentation, the competitor will bring a DVD player or laptop computer and will show and describe selected parts of the skill for a maximum of 5 minutes. The skill may last longer, however, **a maximum of 5 minutes of the skill will be viewed by the judges**. The judge(s) will use the rating sheet developed by the competitor to determine the overall skill performance. The competitor may edit the skill down to 5 minutes or less if desired. The taped skill presentation must be of a quality in sound and appearance that allows the judge to evaluate the competitor as he/she performs the skill.

11. New for 2009-10: The competitor will bring a DVD player or laptop for showing the skill to the judges. The skill may be on a DVD, removable drive, or pre-loaded on the computer. Electricity will be provided. It is the competitor's responsibility to assure that the taped skill can be viewed by the judges using the equipment provided by the competitor.
12. In case of a tie, the highest portfolio score or selected pages from the portfolio with the highest value will be used to determine the rank.
13. Competitors in this event at the National Leadership Conference are expected to participate in the HOSA Showcase as scheduled. Each competitor brings his/her original portfolio to the Showcase to share his/her event experiences with convention delegates.
14. Competitors must be familiar with and adhere to the **"General Rules and Regulations of the National HOSA Competitive Events Program."**

**Required Personnel**

1. One Event Manager per event
2. One - two Section Leaders per section
3. One - three judges per section (with a health profession credential)
4. One - two Courtesy Corps per section

**Facilities, Equipment and Materials (Per Section)**

- General**
1. One room per section, each room with a conference table and chair and an electrical power source.
  2. Calculators, note pads, pencils for judges
  3. Event evaluations and competitor certificates
  4. Stopwatch(s)
  - \*\*\* 5. Pens and Pencils.
  - \*\*\* 6. Two (2) print-outs or photocopies of portfolio to turn in at the event orientation.
  - \*\*\* 7. Laptop or DVD player and recorded skilled performance

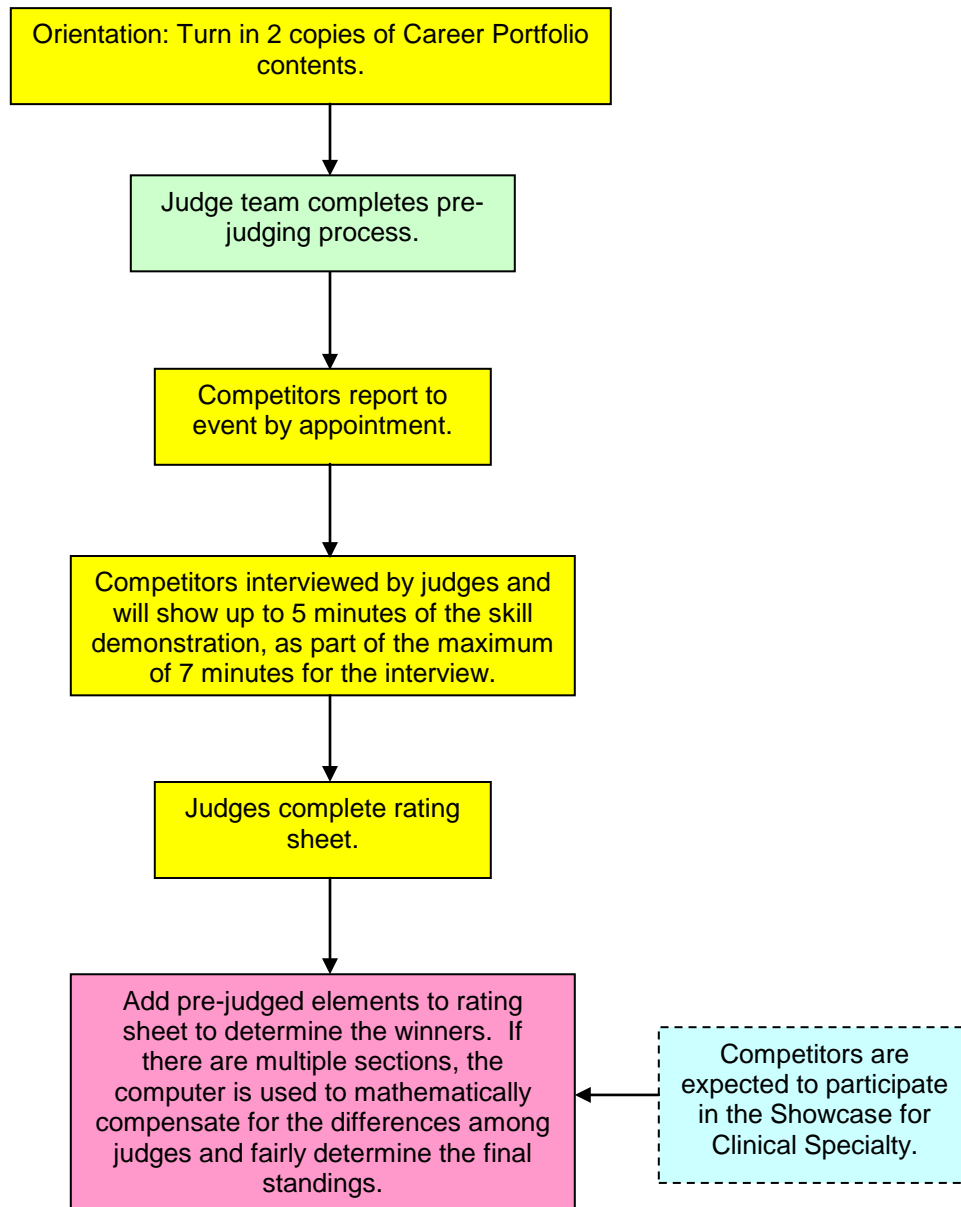
**Note to competitors:** The portfolio copies turned in during the event orientation at the National Leadership Conference will be used by the judges and **WILL NOT** be returned to the competitor. CHECK WITH YOUR STATE ADVISOR to determine the process used for state competition. You may be asked to make extra copies of your portfolio contents if you qualify for national competition.

Competitors are encouraged to make and keep an original copy of their work in an official HOSA portfolio binder for use in the HOSA Showcase, future job and college interviews, and as evidence of their achievements in HOSA.

**New for 2009-10:** Judges will judge the skill demonstration as part of the interview. The competitor will show a maximum of 5 minutes of the skill, and may talk during the skill or fast forward as desired. This process will allow the judges to rate the overall skill performance, and allow the competitor to explain his/her skill performance.

Also, competitors will bring their own laptop or DVD player to competition, and may have the skill pre-loaded. This change is to assure that the skill is playable on the laptop or DVD player used for the event, and that the competitor is familiar with the equipment.

## Event Flow Chart



## CLINICAL SPECIALTY CAREER SELECTION GUIDELINES

HOSA members may choose **ANY HEALTH CAREER** for this event. Competitors must be sure that the career chosen is a health or medical career. For example, careers such as firefighter, flight attendant and special education teacher are not classified as health careers.

The career must be one for which all components of the portfolio can be completed, to include but not limited to: the existence of a professional association, interview and work-based learning opportunity with someone in the chosen career, and career-related data and statistics.

Competitors should be sure to choose a specific “Health Career” and not an area of specialty. For example, “Medical Examiner” is a health career, “Forensics” is not.

## SKILL SELECTION GUIDELINES

The career must be a health profession with at least one clinical skill that can be learned and demonstrated as part of the HOSA competitive event process. The skill may not duplicate a skill in an existing Health Professions or Emergency Preparedness event. The following skills are in other events and **NOT ALLOWED** for this event:

<b>Skills in Biotechnology</b>	
• Identification of laboratory equipment	• Infection control and transmission-based precautions
• Inoculate and streak an agar plate	• Using a microscope
<b>Skills in CERT</b>	
• Treating life-threatening conditions	• Triage
• Head-to-toe assessment	• Lifts and carries
<b>Skills in Clinical Nursing</b>	
• Administer medication intramuscular	• Administer medication subcutaneous
• Measuring oxygen saturation	• Applying a Nasal Cannula or Oxygen Mask
• Urethral catheterization – Straight	• Discontinue a peripheral IV
<b>Skills in CPR/Aid and Rescue Breathing</b>	
• Bleeding	• Fracture
• Burns	• Heat exposure
• Obstructed airway: Infant and Adult	• Adult Team CPR
• Two-rescuer AED-CPR Adult	• Rescue Breathing: Infant and Adult
<b>Skills in Dental Assisting</b>	
• Preparing the dental treatment room	• Seating the dental patient
• Dismissing the dental patient	• Patient education: Brushing and flossing
• Patient history and vital signs	• Identify instruments
• Preparing for an Alginate Impression	• Pouring an Alginate Impression with Plaster – Single Pour
<b>Skills in EMT</b>	
• Patient Assessment: Trauma and medical	• Mechanical aids to breathing
• Spinal immobilization: Seated and lying	• Traction splinting
• Joint injury	• Long bone
• Bleeding control/shock management	• Cardiac arrest management/AED

<b>Skills in Home Health Aide</b>	
• Taking an adult tympanic temperature	• Taking an apical pulse
• Emptying a urinary drainage unit	• Applying clean dressing and ointment to broken skin
• Giving a back rub	• Caring for dentures
• Moving a client up in bed using a drawsheet	• Applying elasticized stockings
<b>Skills in Medical Assisting</b>	
• Telephone techniques	• Complete insurance form
• Alphabetical filing	• Wrap items for autoclave
• Obtain medical history	• Position/Drape patient in: Horizontal recumbent, prone, Sim's and Semi-Fowler's
• Put on sterile gloves	
<b>Skills in Medical Laboratory Assisting</b>	
• Artificial venipuncture	• Hematocrit
• Urinalysis: Physical and chemical exam	• ABO Grouping
• Fecal Occult Blood	• Perform a gram stain
• Antibiotic susceptibility	
<b>Skills in Nursing Assisting and Personal Care</b>	
• Handwashing	• Make an occupied bed
• Make an unoccupied bed	• Position patient in bed
• Transfer patient from bed to chair/wheelchair	• Measure and record vital signs
• Prepare patient for a meal and determine intake	
<b>Skills in Physical Therapy</b>	
• Ambulating with a transfer (gait) belt	• Ambulating with a walker
• Ambulating with a cane	• Range of motion
• Ambulating with crutches	• Ice pack application
<b>Skills in Sports Medicine</b>	
• Flexibility and stretching	
• Assess ROM and strength testing of shoulder	• Assess ROM and strength testing of ankle and foot
• Basic ankle strapping	• Arch taping
• Elbow taping	• Thumb taping
<b>Skills in Veterinary Assisting</b>	
• Preparation of the operative site	• Lifting and restraining a dog
• Identify 15 instruments	• Simple fecal floatation
• Identification of parasites	• Canine cardiopulmonary resuscitation
• Identification of companion animal breeds	• Apply/remove gauze restraint muzzle



## Clinical Specialty SKILL CHECKLIST TEMPLATE

Competitor #: \_\_\_\_\_ Judge's Signature: \_\_\_\_\_

Reference\*: Title \_\_\_\_\_  
 Author \_\_\_\_\_  
 Copyright \_\_\_\_\_ Page numbers \_\_\_\_\_

Skill _____	JUDGE USE ONLY: <i>Comments</i>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
Etc.	

*\* The skill performed must come from a verifiable text resource and must follow the steps in the resource. A teacher or health professional cannot serve as the skill resource.*

*\*\*If a competitor jeopardizes the patient's or his/her own safety or fails to perform a critical step and does not take immediate action to correct the error, the total points for the procedure or specific subpart(s) of the procedure will be deducted by the judge(s).*

This template can be adapted by the competitor to create a skill checklist.

## Clinical Specialty JUDGE'S RATING SHEET

Competitor #: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_

Portfolio	Possible	Allocated
1. Page 1: <b>Cover</b> Cover includes career title and no other information, and is neatly presented. (A creative design or pictures may be used but will not affect this score.)	2	
2. Page 2: <b>Personal Resume</b> A. Information about competitor, career goal, education, work experience, personal activities and information B. Resume neatly formatted with no errors	4 2	
3. Page 3: <b>Career Summary</b> A. Career information complete, clear, and comprehensive – to include a description of the career, job duties, and employment characteristics. B. Content neatly formatted with no errors	4 2	
4. Page 4: <b>Education, Training, Credentialing, and Career-related Data and Statistics</b> A. Information about educational requirements and options, and credentialing requirements B. Referenced data related to occupational outlook, employment statistics, and other career-related data with resource(s) cited C. Content neatly formatted with no errors	5 3 2	
5. Page 5: <b>Professional Association</b> A. Summary of career-related professional association(s) - information complete, clear, and comprehensive B. Content neatly formatted with no errors	4 2	
6. Page 6: <b>Interview*</b> A. Summary of career-related professional interview demonstrates thoughtful questioning and comprehension of answers B. Content neatly formatted with no errors	4 2	
<i>* This interview must be with a practicing healthcare professional and may NOT include the competitor's instructor or HOSA advisor.</i>		

Portfolio (Continued)	Possible	Allocated
<p>7. Page 7: <b>Career Evaluation</b></p> <p>A. List of 5 strengths and 5 weaknesses shows a clear understanding of personal skills and aptitude in comparison to the requirements of the selected career</p> <p>B. Content neatly formatted with no errors</p>	<p>4</p> <p>2</p>	
<p>8. Page 8: <b>Work-Based Learning Summary</b></p> <p>A. Summary of work-based learning experience documents a minimum of 8 hours; describes who, what, where, and when</p> <p>B. Summary demonstrates insight and understanding of the work environment and career</p> <p>C. Content neatly formatted with no errors</p>	<p>4</p> <p>4</p> <p>2</p>	
<p>9. Page 9: <b>Learning Outcomes</b></p> <p>A. Thoughtful list of learning outcomes (what the competitor learned) as a result of the work-based learning experience</p> <p>B. Content neatly formatted with no errors</p>	<p>6</p> <p>2</p>	
<p>10. Page 10: <b>Professional Verification</b></p> <p>A. Letter from career professional mentor, on professional stationary, one-page only, that includes comments on the competitor's attitude, enthusiasm, work performance, and career potential. (May be in narrative form.)</p>	<p>5</p>	
<p>11. Page 11: <b>Portfolio Release Form</b></p>	<p>3</p>	
<p>12. <b>Interview: Knowledge of career</b> as expressed through the interview process.</p>	<p>12</p>	
<p>13. Portfolio adheres to event guidelines.</p>	<p>5</p>	
<p><b>Skill Performance</b></p> <p>14. Review (observed skill performance) and discussion demonstrates skill mastery.</p>	<p>7</p>	
<p>15. Followed ALL guidelines/rules for submission of skill checklist.</p>	<p>5</p>	
<p>16. Degree of difficulty of skill</p>	<p>3</p>	
<p><b>GRAND TOTAL</b></p>	<p><b>100</b></p>	

# PORTFOLIO RELEASE FORM

## Clinical Specialty

Please complete this form and include it in the portfolio. **No faxed permission forms will be accepted.** Type or print clearly.

### Personal Information for Competitor

Name: \_\_\_\_\_

Address : \_\_\_\_\_

Telephone number : \_\_\_\_\_

Current grade/year in school: \_\_\_\_\_ E-mail address: \_\_\_\_\_

### Specific Skill Information

Actual skill recorded: \_\_\_\_\_

Length (in minutes): \_\_\_\_\_

Resource (Complete text information and page numbers): \_\_\_\_\_

Names of all people in the skill and their role: \_\_\_\_\_

### Permission for Use of Clinical Specialty Portfolio

\_\_\_\_ I understand the portfolio made for entry in this event may be viewed by anyone associated with the event and will be stored indefinitely in the HOSA files, and that the portfolio may be used by HOSA to promote HOSA's role in preparing students for health careers.

Competitor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Required - Signature** of ALL persons who appear in the skill recording. If any person is under the age of 18, the signature of a parent or guardian must be included.

I hereby release the HOSA, their employees, agents, successors and assigns from any claims or actions which may arise from this recorded skill performance. I give permission for the use of the recorded skill as described on this form.

Name	Date of Birth (if under 18)	Signature (For minors, parent must sign)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____