



CLINICAL SPECIALTY

- 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 videotaped 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 an 11-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. (One option - "Information Mapping" - can be found at www.infomap.com.) The contents of the portfolio MUST be as follows:

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

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 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 portfolio, binder or folder. The portfolios 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 videotaped (DVD). 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. The DVD turned in at the orientation will be retained by National HOSA and will not be returned to the competitor.

7. The portfolio contents and skill checklist **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 of the skill checklist
 - Two (2) copies (photocopy or computer print-outs) of the portfolio contents, and
 - A **copy** of the DVD to be kept by National HOSA.

The checklists, portfolio and DVD will be placed in a large envelope and labeled with the competitor's ID and section number.

9. The portfolio/interview part of the event will be timed as follows:

| | |
|--|-----------|
| ▪ Judges review and rate portfolio | 8 minutes |
| ▪ Competitor invited into room and interviewed by judges | 4 minutes |
| ▪ Competitor excused, judges complete rating sheet | 3 minutes |

The competitor will report to the event site at the appointed time for the interview by the judges. After the judges review the portfolio, the competitor will be invited to sit with the judge(s) for a maximum of four (4) minutes. The judge(s) will discuss the content of the portfolio with the competitor and ask the competitor questions. The purpose of the interview is to evaluate the competitor's knowledge and understanding of the career. After the competitor leaves, judges have three (3) minutes to complete the rating sheet.

10. For the skill presentation, the judge(s) will review the skill on the DVD. The skill may last a **maximum of 15 minutes**. The judge(s) will use the rating sheet developed by the competitor to evaluate the skill. The DVD must be of a quality in sound and appearance that allows the judge to evaluate the competitor as he/she performs the skill.

11. The DVD must be in minus R format and must be a DVD and **NOT** CD RW disk. It is the team's responsibility to assure that the DVD will play on a standard DVD player or computer.

12. For the skill performance, competitors must complete all steps of the procedure listed in the guidelines even if the steps must be simulated/verbalized.
13. 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.
14. Competitors in this event at the National Leadership Conference are required 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.
15. 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 portfolio and one - two judges for the skill performance per section (with a health profession credential)
4. One - two Courtesy Corps per section

Facilities, Equipment and Materials (Per Section)

General

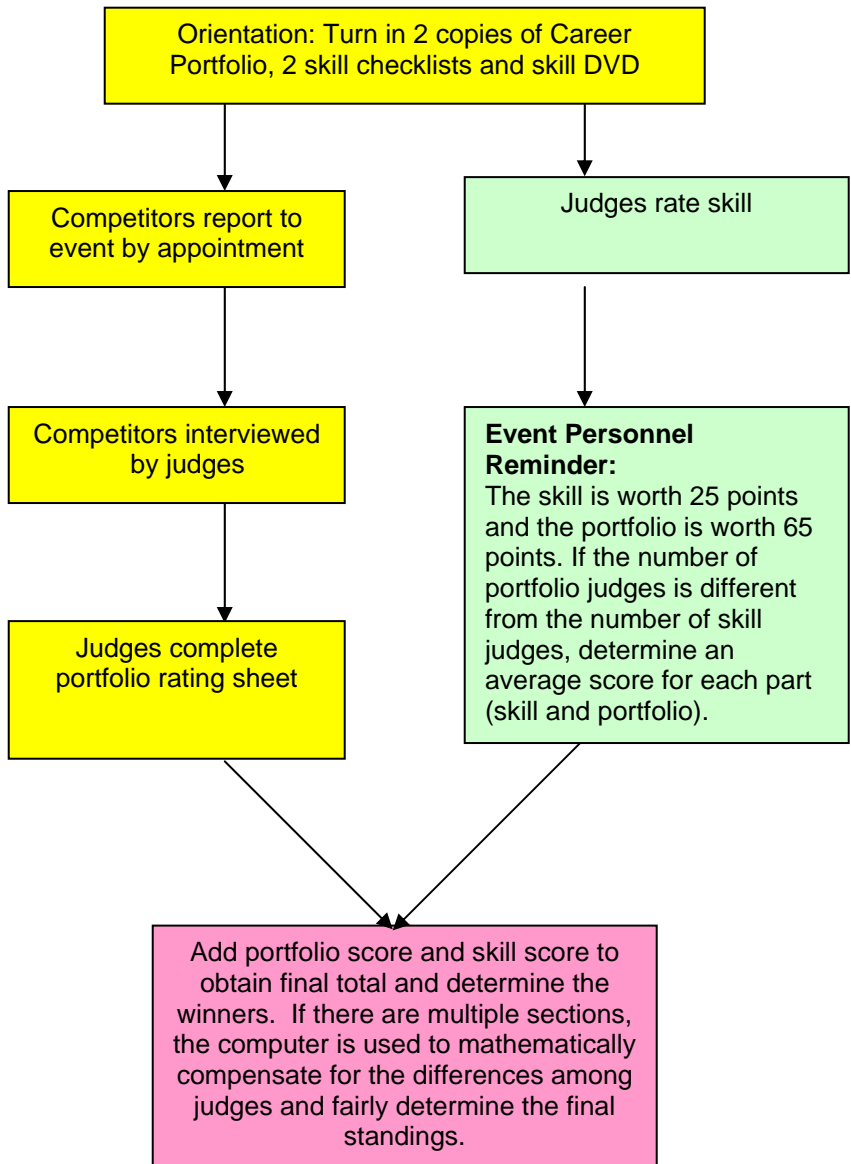
1. TWO ROOMS per section. Each room with a table and chairs. At the NLC, Room A will be conference style and will be used for the portfolio evaluation and interview. Room B will be used for the videotaped skill demonstration. A DVD player or laptop will be available.
2. Calculators, note pads, pencils for judges
3. Certificates and event evaluations
4. Stopwatch(s)
5. Pens and Pencils.
6. Skill DVD (copy for HOSA to keep), two (2) print-outs or photocopies of portfolio, and two (2) copies of the skill checklist - to turn in at the event orientation.
7. Envelope, one per competitor, large enough to hold all materials turned in by the competitor at orientation. (10x13" or larger)

Note to competitors: The DVD, portfolio copies and skill checklists 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 DVD, portfolio and skill checklists if you qualify for national competition.

Competitors are encouraged to make and keep an original copy of the portfolio 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.

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:

| Skills in Administrative Medical Assisting | |
|--|---|
| • Telephone techniques: Scheduling an appointment and taking a message for prescription refill | • Transcribe progress notes |
| • Complete insurance form | • Alphabetical filing |
| • Patient information data entry | • Coding |
| Skills in Biotechnology | |
| • Identification of laboratory equipment | • Infection control and transmission-based precautions |
| • Inoculate and streak an agar plate | • Using a microscope |
| Skills in CERT | |
| • Treating life-threatening conditions | • Triage |
| • Head-to-toe assessment | • Lifts and carries |
| • Disaster simulation | |
| Skills in Clinical Nursing | |
| • Administer medication intramuscular | • Administer medication subcutaneous |
| • Measuring oxygen saturation | • Applying a Nasal Cannula or Oxygen Mask |
| • Urethral catheterization – Straight | • Discontinue a peripheral IV |
| Skills in CPR/Aid and Rescue Breathing | |
| • Bleeding | • Fracture |
| • Burns | • Heat exposure |
| • Obstructed airway: Infant and Adult | • Adult Team CPR |
| • Two-rescuer AED-CPR Adult | • Rescue Breathing: Infant and Adult |
| Skills in Dental Assisting | |
| • 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 |

| Skills in EMT | |
|--|---|
| • 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 |
| Skills in Home Health Aide | |
| • 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 |
| Skills in Medical Assisting Clinical | |
| • Obtain medical history | • Measure and record vital signs |
| • Measure infant weight, length and head circumference | • Position/Drape patient in: Horizontal recumbent, prone, Sim's and Semi-Fowler's |
| • Put on sterile gloves | |
| Skills in Medical Laboratory Assisting | |
| • Artificial venipuncture | • Hematocrit |
| • Urinalysis: Physical and chemical exam | • ABO Grouping |
| • Fecal Occult Blood | • Perform a gram stain |
| • Antibiotic susceptibility | |
| Skills in Nursing Assisting and Personal Care | |
| • 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 | |
| Skills in Physical Therapy | |
| • Ambulating with a transfer (gait) belt | • Ambulating with a walker |
| • Ambulating with a cane | • Range of motion |
| • Ambulating with crutches | • Ice pack application |
| Skills in Sports Medicine | |
| • 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 |
| Skills in Veterinary Assisting | |
| • 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 PERFORMANCE PROCESS

Competitor #: _____ Judge's Signature: _____

For this event, the competitor selects a skill procedure and develops a skill checklist for the procedure, following the format in other Health Professions events.

- **The skill MUST be from a verifiable text resource and NOT from an individual person.**
- The skill may NOT duplicate a skill in an existing event. (The skill for Clinical Specialty must be an original skill. A similar skill may NOT be a part of another event.)
- Competitors should use good judgment and discretion when choosing the skill. Skills that could be interpreted as insensitive, invasive, or of a highly personal nature should be avoided.
- Remember that the purpose of this event is to develop career awareness. The chosen skill should serve that purpose. For example, a physician may need to operate a fax machine, but “faxing a document” would not be a good skill to choose for the career of physician because it does not promote understanding of the chosen career.
- Steps of the skill must be broken down into logical sub-parts. Skills should have a minimum of 10 steps.
- The DVD must be properly labeled and include ONE SKILL only.
- The skill may last for a MAXIMUM of 15 minutes.
- Two (2) copies of the skill procedure checklist must be submitted at the scheduled event orientation.
- The skill checklist must be typed or word-processed.
- Failure to follow these guidelines will result in the skill NOT being judged.

Judges will use the competitor-prepared skill checklist when evaluating the skill performance. Every step of the procedure will be evaluated. If the performance of the step is acceptable, the judge will place a check-mark beside that step.

Judges will add the number of check-marks, divide by the total number of steps, and then multiply the total by 20. This will give the skill points. (Range of 0-20 points)

Finally, judges will evaluate the complexity of the skill and award 0 – 5 points. This will be added to the skill points score to determine the Final Performance Score.

Scoring of Skill Performance

| | | | |
|---|---|-------|-------------------------------------|
| A. Total Number of Steps in Skill Procedure | = | _____ | |
| B. Total Number of Check Marks (acceptable performance of the step) | = | _____ | |
| Skill Points (B _____ ÷ A _____ x 20) | = | _____ | Maximum 20 pts. |
| Degree of Difficulty (Complexity of the skill) | = | _____ | (Judge evaluation – 5 pts possible) |
| FINAL PERFORMANCE SCORE | = | _____ | |
| *Highest possible performance score | = | 25 | |

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SKILL CHECKLIST TEMPLATE

Competitor #: _____

Judge's Signature: _____

Reference*: Title _____

Author _____

Copyright _____ Page numbers _____

| Skill _____ (Time: 15 minutes max) | JUDGE USE ONLY: ✓ if acceptable performance of step |
|--|--|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| 7. | |
| 8. | |
| 9. | |
| 10. | |
| 11. | |
| 12. | |
| 13. | |
| Etc. | |
| TOTAL CHECK-MARKS EARNED FOR THIS SKILL | |

* 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 PORTFOLIO RATING FORM

Competitor #: _____

Judge's Signature: _____

| Portfolio | Possible | Allocated |
|--|-------------|-----------|
| 1. Portfolio adheres to event guidelines. | 5 | |
| 2. Page 1: Cover 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 | |
| 3. Page 2: Personal Resume A. Information about competitor, career goal, education, work experience, personal activities and information B. Resume neatly formatted with no errors | 3 1 | |
| 4. Page 3: Career Summary 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 | 3 1 | |
| 5. Page 4: Education, Training, Credentialing, and Career-related Data and Statistics 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 | 2 3 1 | |
| 6. Page 5: Professional Association A. Summary of career-related professional association(s) - information complete, clear, and comprehensive B. Content neatly formatted with no errors | 3 1 | |
| 7. Page 6: Interview* A. Summary of career-related professional interview demonstrates thoughtful questioning and comprehension of answers B. Content neatly formatted with no errors | 3 1 | |
| * This interview must be with a practicing healthcare professional and may NOT include the competitor's instructor or HOSA advisor. | | |

| Portfolio (Continued) | Possible | Allocated |
|--|---------------------|-----------|
| 8. Page 7: Career Evaluation 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 B. Content neatly formatted with no errors | 3 1 | |
| 9. Page 8: Work-Based Learning Summary A. Summary of work-based learning experience documents a minimum of 8 hours; describes who, what, where, and when B. Summary demonstrates insight and understanding of the work environment and career C. Content neatly formatted with no errors | 4 4 1 | |
| 10. Page 9: Learning Outcomes A. Thoughtful list of learning outcomes (what the competitor learned) as a result of the work-based learning experience B. Content neatly formatted with no errors | 5 1 | |
| 11. Page 10: Professional Verification 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.) | 5 | |
| 12. Page 11: DVD/Portfolio Release Form | 2 | |
| 13. Interview: <u>Knowledge of career</u> as expressed through the interview process. | 10 | |
| TOTAL POINTS – PORTFOLIO | 65 | |
| TOTAL POINTS – SKILL PERFORMANCE (DVD) | 25 | |
| GRAND TOTAL | 90 | |

DVD/PORTFOLIO RELEASE FORM

Clinical Specialty

Please complete this form and include it in the portfolio. No DVDs will be reviewed without this information. Only one form per **DVD**. **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

Skill on Tape: _____

Length (in minutes): _____

Resource (Complete text information and page numbers): _____

Names of all people in the DVD and their role: _____

Permission for Use of DVD and Clinical Specialty Portfolio

_____ I understand the DVD 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 DVD and/or 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 video. 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 DVD. I further agree that the DVD shall be the property of HOSA. I give permission for the use of the DVD as described on this form.

| Name | Date of Birth | Signature (For minors, parent must sign) |
|-------|---------------|--|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |