



MEDICAL ASSISTING CLINICAL

- Purpose:** To provide the Health Science student with an opportunity to develop and demonstrate knowledge and skills in clinical medical assisting.
- Description of Event:** This event will consist of two rounds of competition. Round One will be a written, multiple choice test of knowledge and understanding. The top scoring competitors will advance to Round Two for the performance of selected skill procedure(s) identified in a written scenario. The scenario will require the use of critical thinking skills. The performance will be timed and evaluated according to the event guidelines.
- Dress Code:** Competitors shall wear proper business attire or official HOSA uniform, or attire appropriate to the occupational area, during the orientation and written test. Competitors will wear attire appropriate to the occupational area during the skill procedure(s). School identification or name pins must be removed or covered during competition. Bonus points will be awarded for proper dress.
- Rules and Procedures**
- 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). Competitors should compete in skill events at the highest level of their training.
 - The test shall be developed from the National HOSA test item bank and will consist of fifty (50) multiple choice items. Competitors will be given one hour to complete the test.

Round One: Written Test Plan
Medical Terminology and Anatomy & Physiology 20%
Infection Control..... 20%
History, Height, Weight, and Vital Signs..... 15%
Clinical Equipment 10%
Physical Exam 15%
Laboratory Procedures 10%
Electrocardiogram..... 10%
 - All competitors shall report to the site of the event orientation at the time designated. The Round One test will immediately follow the orientation. **No proxies will be allowed for the orientation.** No study materials are allowed in the room.
 - All official references are used in the development of the written test. The specific reference selected for each procedure is listed in the Facilities, Equipment and Materials section of these guidelines.
 - Keir, Lucille, Barbara Wise and Connie Krebs-Shannon. *Medical Assisting: Administrative and Clinical Competencies*. Delmar Publishing. Latest edition.
 - Simmers, Louise. *Diversified Health Occupations*. Delmar Publishing, Latest edition.
 - The test score from Round One will be used to qualify competitors for the Round Two skill procedures. The skill procedures approved for Round Two for this event are:

Procedure I: Wrap Items for Autoclave
Procedure II: Obtain Medical History
Procedure III: Measure and Record Vital Signs
Procedure IV: Measure Infant Weight , Length and Head Circumference

- Procedure V: Position/Drape Patient in:
- A. Horizontal Recumbent Position.
 - B. Prone Position.
 - C. Sim's Position.
 - D. Semi-Fowler's Position.
- Procedure VI: Put on Sterile Gloves

6. The selected procedure(s) for Round Two, in the form of a written scenario, will be presented to the competitor at the start of the skill to be performed. The timing for the skill will begin when the scenario is presented. The scenario will be the same for each competitor and will include a challenging component that will require the competitor to apply critical thinking skills.
7. The scenario is a secret topic. Professional ethics demand that competitors DO NOT discuss or reveal the secret topic until after the event has concluded. Competitors who violate this ethical standard will be disqualified.
8. In case of a tie, the highest test score will be used to determine the rank.
9. Competitors must complete all steps of the procedure listed in the guidelines even if the steps must be simulated/verbalized. Steps may not be simulated/verbalized when the equipment/materials are available.
10. The competitor must earn a score of 70% or higher on the combined skill procedure(s) of the event (excluding the test) in order to be recognized as an award winner at the NLC.
11. Competitors will be stopped at the end of the time allowed for a selected procedure(s).
12. Competitors must bring all items noted with *** in the materials section of these guidelines to the event.
13. 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 Section Leader per section
3. One judge per procedure selected per section (with expertise in the specific skill area)
4. Proctors for testing
5. One-two Courtesy Corps per section
6. One-two patients as required by the scenario (per section) with identification bands
7. Holding room attendants(s)
8. Timekeepers (if necessary)

Facilities, Equipment and Materials (Per Section)

General

1. Clinical and/or laboratory stations for selected procedures
2. Holding rooms or areas for competitors
3. Written scenario (one copy per competitor and judge)
4. Calculators, note pads, pencils for judges
5. Certificates for all competitors who completed Round One
6. Event evaluations.
7. Stopwatch
- *** 8. Watch with a second hand
- *** 9. Pens and pencils to all events

Round One: Written Test

1. One test copy per competitor
2. Scantron forms.

Round Two:

Procedure I

Wrap Items for Autoclave (Reference: Keir, Wise and Krebs)

1. Wraps for instruments
2. Autoclave tape
3. Lab pencil or waterproof felt tip pen
4. Sanitized instruments for wrapping (scissors and forceps)
5. Alcohol-based handrub

Procedure II

Obtain Medical History (Reference: Keir, Wise and Krebs)

1. Clipboard
2. Medical history
- *** 3. Pens/pencils
- *** 4. Red pen

Procedure III

Measure and Record Vital Signs (Reference: Keir, Wise, Krebs)

1. Digital thermometer with disposable sheaths/probes. (Some digital thermometers use sheath covers while other more expensive thermometers use probe covers.)
- *** 2. Barrier devices (gloves, gown, goggles, mask)
3. Biohazardous waste container
4. Sphygmomanometer
5. Teaching stethoscope
6. Antiseptic wipes
- *** 7. Watch with second hand or timer
8. Patient chart
- *** 9. Pen
10. Alcohol-based handrub

Procedure IV

Measure Infant Weight, Length and Head Circumference (Reference: Keir, Wise, Krebs)

1. Infant mannequin or doll with removable clothing
2. Alcohol-based handrub
3. Infant balanced, aneroid, or digital scale
4. Scale cover or towel
5. Growth charts
Boy <http://www.cdc.gov/nchs/data/nhanes/growthcharts/set1clinical/cj41c017.pdf>
Girl <http://www.cdc.gov/nchs/data/nhanes/growthcharts/set1clinical/cj41c018.pdf>
- *** 6. Pen
7. Tape measure/ruler
8. Crib/bassinet
10. Exam table
11. Paper exam table cover
- *** 12. Barrier devices (gloves, gown, goggles, mask)

Procedure V

Position/Drape in Horizontal Recumbent/Sim's/Fowler's/Prone Position (Reference: Keir)

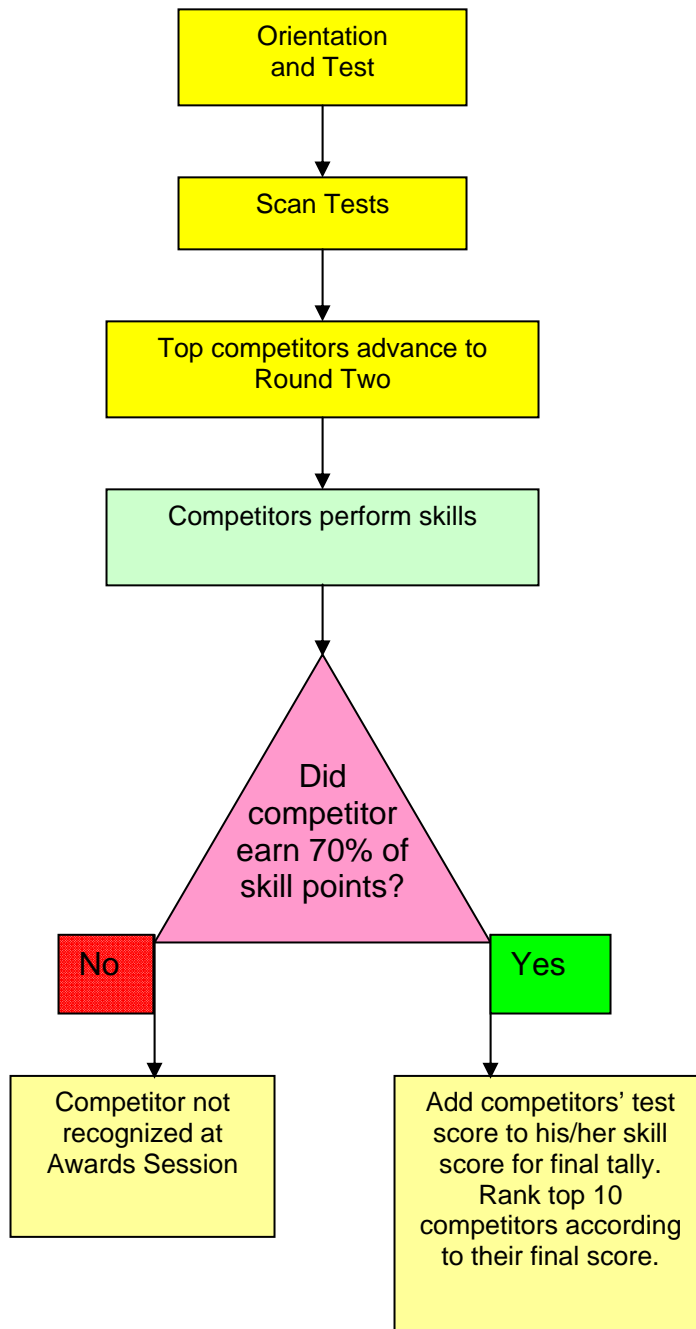
1. Alcohol-based handrub
2. Exam room
3. Patient gown
4. Exam table
5. Small pillow
6. Sheet
- *** 7. Barrier devices (gloves, gown, goggles, mask)
8. Table paper
9. Clean pillow covers or towels
10. Disinfecting cleanser and paper towels

Procedure VI

Put on Sterile Gloves (Reference: Simmers)

1. Alcohol-based handrub
- *** 2. Sterile gloves

Event Flow Chart



MEDICAL ASSISTING - CLINICAL

Competitor #: _____

Judge's Signature: _____

Procedure I	Wrap Instruments for Autoclave (Time: 5 minutes)	Possible	Allocated
1.	Used alcohol-based handrub for hand hygiene	2	
2.	Assembled equipment and supplies	2	
3.	Checked to be sure items were clean and functioning properly prior to sterilization	2	
4.	Placed instruments in center of wrapper, hinged instruments open, and placed indicator on top of instruments	5	
5.	Folded wrap using proper technique and double thickness		
	a. Folded from bottom up to cover instruments	3	
	b. Doubled back corner	2	
	c. Folded right edge over to center, leaving corner doubled back	4	
	d. Folded left edge over to center, leaving corner doubled back	4	
	e. Folded pack up from bottom	2	
6.	Wrapped items snugly but not too tightly	2	
7.	Sealed with autoclave tape, making a tab for ease in opening wrapped packages	2	
8.	Labeled contents, wrote date and initials on tape	4	
TOTAL POINTS -- PROCEDURE I		34	

***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 rectify the error, the total points for the procedure or specific subpart(s) will be deducted.*

MEDICAL ASSISTING - CLINICAL

Competitor #: _____

Judge's Signature: _____

Procedure II	Obtain Medical History (Time: 6 minutes)	Possible	Allocated
1.	Assembled clipboard, medical history form and pen	2	
2.	Greet, identified and sat opposite patient	3	
3.	Asked appropriate questions		
a.	Full name, age, date of birth, gender	4	
b.	Address, phone. E-mail	3	
c.	Insurance company, policy number	3	
d.	Place of employment, address, phone, E-mail	4	
e.	Job responsibility	1	
f.	If minor, parent/guardian, address, phone, E-mail	4	
g.	Patient's chief complaint	2	
h.	Patient's past history	4	
i.	Recorded allergies in red	4	
j.	Clearly and concisely explained yes answers in space provided	6	
4.	Recorded answers on form neatly and accurately	5	
5.	Used red ink to alert physician of critical information	2	
6.	Thanked patient when finished	3	
TOTAL POINTS -- PROCEDURE II		50	

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MEDICAL ASSISTING - CLINICAL

Competitor #: _____

Judge's Signature: _____

Procedure III	Measure and Record Vital Signs (Time: 10 minutes)	Possible	Allocated
1.	Assembled equipment and supplies	1	
2.	Used alcohol-based handrub for hand hygiene	2	
3.	Practice standard precautions throughout procedure	2	
4.	Greeted and identified patient	2	
5.	Identified self	1	
6.	Explained vital sign procedure	2	
7.	Questioned patient about eating, drinking, smoking and activity level	3	
8.	Electronic Oral Temperature		
a.	Inserted probe firmly into probe cover	2	
b.	Inserted covered probe into appropriate site	2	
c.	Held the thermometer in place until unit signaled	2	
d.	Removed probe from patient	2	
e.	Disposed of probe cover in biohazardous waster container	3	
f.	Read and recorded temperature accurately on graphic form	4	
g.	Returned probe to stored position	2	
h.	Recorded accurately on patient chart	2	
9.	Radial pulse		
a.	Positioned patient's hand and arm so they were well supported and rested comfortably with palm of hand turned downward	2	
b.	Placed fingers properly on thumb side of wrist	1	
c.	By exerting light pressure, assessed quality of pulse and counted regular pulse for 30 seconds times 2; if irregular, counted for full minute	2	
d.	Accurately described quality characteristics of pulse to judge	3	

Items Evaluated	Possible	Allocated
10. Respiration a. Continued pulse position and/or repositioned arm across chest and kept patient unaware of counting	2	
b. Counted regular respirations for 30 seconds times 2; if irregular, counted for full minute	1	
c. Described quality characteristics of respirations to judge	3	
d. Recorded pulse and respiration accurately on patient chart within + or – 2 of judge	8	
11. Blood Pressure a. Cleaned earpieces and bell of the stethoscope	2	
b. Exposed patient's arm well above elbow, extending arm with palm up	2	
c. Wrapped deflated cuff around patient's arm above the elbow, snugly and smoothly	2	
d. Centered the bladder over the brachial artery, 1" – 2" above the elbow, with aneroid dial in clear view	2	
e. With one hand, closed valve on bulb, clockwise	2	
f. Palpated radial pulse	1	
g. Inflated cuff to 30 mm Hg above pulse disappearance	1	
h. Reported palpated pressure and maximum inflation level to judge	2	
i. Opened valve slowly until radial pulse detected	2	
j. Rapidly deflated cuff completely and waited 15-30 seconds	2	
k. Positioned earpieces of stethoscope in ears	1	
l. Palpated brachial artery	1	
m. Placed head of stethoscope over brachial artery without touching cuff	2	
n. Closed valve and rapidly inflated the cuff to 30 mm above palpated systolic pressure	2	
o. Released the air in the cuff at a rate of two to three mm Hg per second silently noting the systolic and diastolic pressure	2	

Items Evaluated	Possible	Allocated
p. Listened for 10-20 mm Hg below the last sound heard to confirm disappearance, then deflated the cuff rapidly and completely	2	
q. Removed cuff from patient's arm and made patient comfortable	2	
r. Recorded blood pressure accurately on patient chart, within + or – 2 mm Hg of judge's reading of systolic pressure and within + or – 2 mm Hg of judge's reading of diastolic pressure	6	
s. Cleaned earpieces of stethoscope	2	
t. Replaced equipment appropriately	1	
u. Used alcohol-based handrub for hand hygiene	2	
v. Executed all vital sign procedures (temperature, pulse, respiration and blood pressure) smoothly and in logical order, overlapping procedures to maximize efficiency of time	2	
TOTAL POINTS - PROCEDURE III	97	

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MEDICAL ASSISTING - CLINICAL

Competitor #: _____

Judge's Signature: _____

Procedure IV	Measure Infant Weight, Length and Head Circumference (Time: 8 minutes)	Possible	Allocated
1.	Weighed infant		
a.	Used alcohol-based handrub for hand hygiene	2	
b.	Asked parent to remove infant's clothing	1	
c.	Practiced standard precautions throughout procedure	2	
d.	Placed clean towel/cover on scale	1	
e.	Balanced scale at zero (or noted scale is at the 0 position)	2	
f.	Placed infant on scale holding one hand over infant	2	
g.	Slid weight easily until scale balanced (or correctly noted and verbalized weight)	3	
h.	Returned infant to parent to dress with the exception of shoes and socks/booties	2	
i.	Removed towel, placed it in proper receptacle, returned weights to zero	2	
j.	Recorded accurately weight on growth chart in pounds or kilograms as indicated on the growth chart	3	
2.	Measured recumbent length of infant		
a.	Asked parent to place infant on exam table and hold head against end of table at zero mark of ruler	2	
b.	Gently straightened infant's back and legs to line up along ruler/tape measure	2	
c.	Placed infant's heels against footboard or marked length at heel on paper	2	
d.	Read length in inches or centimeters from ruler/tape measure	2	
e.	Returned infant to parent	1	
f.	Recorded accurately measurement on growth chart	3	

Items Evaluated	Possible	Allocated
3. Measured head circumference a. Asked parent to hold infant for procedure	2	
b. Used one thumb or finger to hold tape measure with zero mark against infant's forehead. With other hand, wrapped tape around infant's head just above ears to meet in front.	3	
c. Returned infant to parent.	1	
d. Recorded measurement accurately to the nearest one-half inch on growth chart.	2	
e. Used alcohol-based handrub for hand hygiene	2	
TOTAL POINTS -- PROCEDURE IV	42	

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MEDICAL ASSISTING - CLINICAL

Competitor #: _____

Judge's Signature: _____

Procedure V-A	Position/Drape Patient in Horizontal Recumbent Position (Time: 5 minutes)	Possible	Allocated
1.	Used alcohol-based handrub for hand hygiene.	2	
2.	Practiced standard precautions throughout procedure.	2	
3.	Checked exam room for cleanliness by assuring there is clean paper on table and a clean pillow cover or clean towel over pillow.	2	
4.	Greeted and identified patient.	2	
5.	Identified self.	2	
6.	Gave clear instructions to patient regarding amount of clothing to be removed and where it was to be placed.	3	
7.	Instructed patient on use of gown.	1	
8.	Assisted patient if needed, respected privacy otherwise.	2	
9.	Instructed patient to sit on side of table.	2	
10.	Instructed/assisted patient to lie flat on table with legs together. Pulled out extension on table if applicable.	3	
11.	Rested patient's head on small pillow if desired by patient.	1	
12.	Instructed patient to cross arms on chest or put them at sides of body.	1	
13.	Draped sheet evenly over patient, left loose on sides.	2	
14.	Verbalized assisting physician with exam.	1	
15.	Assisted patient out of position, gave instructions and assisted patient from table, alert to signs of dizziness.	3	
16.	Cleaned room, replaced supplies as needed. If there was table contact with body fluids, cleaned the table surface and base with disinfecting cleanser.	2	
17.	Used alcohol-based handrub for hand hygiene.	2	
TOTAL POINTS -- PROCEDURE V-A		33	

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MEDICAL ASSISTING - CLINICAL

Competitor #: _____

Judge's Signature: _____

Procedure V-B	Position/Drape Patient in Prone Position (Time: 5 minutes)	Possible	Allocated
1.	Used alcohol-based handrub for hand hygiene.	2	
2.	Practiced standard precautions throughout procedure.	2	
3.	Checked exam room for cleanliness by assuring there is clean paper on table and a clean pillow cover or clean towel over pillow.	2	
4.	Greeted and identified patient.	2	
5.	Identified self.	2	
6.	Gave clear instructions to patient regarding amount of clothing to be removed and where it was to be placed.	3	
7.	Instructed patient on use of gown – to be open in back.	1	
8.	Assisted patient if needed, respected privacy otherwise.	2	
9.	Instructed patient to sit on side of table.	2	
10.	Instructed/assisted patient to lie flat on table with legs together. Pulled out extension on table if applicable.	2	
11.	Covered patient with drape sheet and instructed patient to turn toward you onto stomach, being careful to stay in center of table to avoid a fall.	2	
12.	Grasped cover drape and kept it smoothly in place as patient turned over.	2	
13.	Instructed patient to turn head to side.	1	
14.	Instructed patient to flex arms at elbows with hands at sides of head.	1	
15.	Draped sheet evenly over patient, left loose on sides.	2	
16.	Verbalized assisting physician with exam.	1	
17.	Instructed patient to turn on back, being careful to stay in middle of table to avoid a fall.	2	
18.	Instructed/assisted patient to sit up for a moment to regain balance before trying to leave table, then assisted patient from table.	3	
19.	Cleaned room, replaced supplies as needed. If there was table contact with body fluids, cleaned the table surface and base with disinfecting cleanser.	2	
20.	Used alcohol-based handrub for hand hygiene.	2	
TOTAL POINTS -- PROCEDURE V-B		38	

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MEDICAL ASSISTING - CLINICAL

Competitor #: _____

Judge's Signature: _____

Procedure V-C	Position/Drape Patient in Sim's Position (Time: 5 minutes)	Possible	Allocated
1.	Used alcohol-based handrub for hand hygiene.	2	
2.	Practiced standard precautions throughout procedure.	2	
3.	Checked exam room for cleanliness by assuring there is clean paper on table and a clean pillow cover or clean towel over pillow.	2	
4.	Greeted and identified patient.	2	
5.	Identified self.	2	
6.	Gave clear instructions to patient regarding amount of clothing to be removed and where it was to be placed.	3	
7.	Instructed patient on use of gown.	1	
8.	Assisted patient if needed, respected privacy otherwise.	2	
9.	Instructed patient to sit on side of table.	2	
10.	Instructed/assisted patient to lie on left side.	4	
11.	Rested patient's head on small pillow if desired by patient.	1	
12.	Instructed patient to place left arm and shoulder behind body.	1	
13.	Instructed patient to flex right arm with hand toward head in front of body.	1	
14.	Instructed patient to flex left leg slightly with buttocks near edge of table, being sure the patient does not fall.	1	
15.	Instructed patient to flex right leg sharply toward chest.	1	
16.	Draped sheet evenly over patient, left loose on sides	2	
17.	Verbalized assisting physician with exam.	1	
18.	Assisted patient out of position, gave instructions and assisted patient from table, alert to signs of dizziness	3	
19.	Cleaned room, replaced supplies as needed. If there was table contact with body fluids, cleaned the table surface and base with disinfecting cleanser.	2	
20.	Used alcohol-based handrub for hand hygiene	2	
TOTAL POINTS -- PROCEDURE V-C		37	

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MEDICAL ASSISTING - CLINICAL

Competitor #: _____

Judge's Signature: _____

Procedure V-D	Position/Drape Patient in Semi-Fowler's Position (Time: 5 minutes)	Possible	Allocated
1.	Used alcohol-based handrub for hand hygiene.	2	
2.	Practiced standard precautions throughout procedure.	2	
3.	Checked exam room for cleanliness by assuring there is clean paper on table and a clean pillow cover or clean towel over pillow.	2	
4.	Greeted and identified patient.	2	
5.	Identified self.	2	
6.	Gave clear instructions to patient regarding amount of clothing to be removed and where it was to be placed.	3	
7.	Instructed patient on use of gown.	1	
8.	Assisted patient if needed, respected privacy otherwise.	2	
9.	Instructed patient to sit at end of table and move back toward the center.	2	
10.	Raised head of table 45° and asked patient to lean back on rest.	3	
11.	Supported legs with extension rest at end of table.	1	
12.	Draped sheet evenly over patient, from underarms to below knees, left loose on sides.	2	
13.	Verbalized assisting physician with exam.	1	
14.	Asked patient to sit up before lowering head of table.	2	
15.	Assisted patient out of position, gave instructions and assisted patient from table, alert to signs of dizziness.	3	
16.	Cleaned room, replaced supplies as needed. If there was table contact with body fluids, cleaned the table surface and base with disinfecting cleanser.	2	
17.	Used alcohol-based handrub for hand hygiene.	2	
TOTAL POINTS -- PROCEDURE V-D		34	

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MEDICAL ASSISTING - CLINICAL

Competitor #: _____

Judge's Signature: _____

Procedure VI	Put on Sterile Gloves (Time: 3 minutes)	Possible	Allocated
1.	Removed rings, used alcohol-based handrub for hand hygiene.	2	
2.	Opened sterile glove package	2	
3.	Grasped glove for dominant hand by fold of cuff with finger and thumb of non-dominant hand	3	
4.	Inserted dominant hand, pulling glove on with other hand, keeping cuff turned back	3	
5.	Placed gloved fingers under cuff of other glove	2	
6.	Inserted non-dominant hand	2	
7.	Eased glove on by pushing on inside fold of cuff	2	
8.	Smoothed gloves over wrists and fingers for better fit	2	
9.	Kept hands above waist level	2	
10.	Maintained sterile technique throughout procedure	3	
TOTAL POINTS -- PROCEDURE VI		23	

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HOSA History Form

Date _____

Name			
Age	Date of birth	Sex	
Address	City	State	Zip
Phone ()	E-mail		
Insurance Company	Policy number		
Place of employment	Address		
Phone ()	Job responsibilities		
Parent/Guardian if minor			
Address	City	State	Zip
Phone ()	E-mail		

Patient's Chief Complaint

Patient's Past History:

Do you have or have you ever had the following? Check each box that is answered "yes".

- | | | |
|---|---|---|
| <input type="checkbox"/> Rashes or hives | <input type="checkbox"/> Tuberculosis | <input type="checkbox"/> Weight gain or loss diabetes |
| <input type="checkbox"/> Headaches, dizziness, fainting | <input type="checkbox"/> Scarlet fever | <input type="checkbox"/> Kidney disease or stones |
| <input type="checkbox"/> Blurred vision | <input type="checkbox"/> Rheumatic fever | <input type="checkbox"/> Painful and/or difficult urination |
| <input type="checkbox"/> Hearing loss | <input type="checkbox"/> Chest pain | <input type="checkbox"/> Sexually transmitted disease |
| <input type="checkbox"/> Sinus trouble | <input type="checkbox"/> High blood pressure | <input type="checkbox"/> Become tired or upset easily |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Heartburn or indigestion | <input type="checkbox"/> Depression |
| <input type="checkbox"/> Sore throats | <input type="checkbox"/> Nausea and/or vomiting | <input type="checkbox"/> Convulsions |
| <input type="checkbox"/> Shortness of breath | <input type="checkbox"/> Peptic ulcer | <input type="checkbox"/> Joint and/or muscle pain |
| <input type="checkbox"/> Persistent cough | <input type="checkbox"/> Rectal bleeding, hemorrhoids | <input type="checkbox"/> Back pain or injury |
| <input type="checkbox"/> Night sweats | | <input type="checkbox"/> Arthritis |

	Yes No	
Are you currently taking any medications?	() ()	If yes, please list them: _____
Have you ever been treated for cancer or tumors?	() ()	
Do you use tobacco?	() ()	
Are you allergic to any medications? Please list: _____		

Women Only

Painful menstrual periods	Yes ()	No ()	Last menstrual period _____
Pregnancy/abortion/miscarriage	()	()	Birth control _____
Vaginal infection or discharge	()	()	

Did you ever receive benefits from a medical insurance claim due to illness or injury Yes () No ()

**Please use the space below to explain any "yes" answers.*

