



PERSONAL CARE

- Purpose:** To provide the Health Science student with an opportunity to develop and demonstrate knowledge and skills in nursing assisting.
- Description of Event:** The competitive event will consist of an evaluation of students performance of selected skill procedure(s) identified in a written scenario. The performance will be timed and evaluated according to the event guidelines.
- Dress Code:** Competitors shall wear professional attire appropriate to the occupational area during 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**
1. Competitors in this event must be active members of HOSA in good standing in the Secondary division.
Eligibility. In order to participate in this event, the competitor must meet all the following requirements:
 - MUST be classified under the provision of The Individuals with Disabilities Education Act Amendments of 1997 Public Law 105-17.
 - *Mail a completed form from the appropriate school official stating that the competitor is classified under the provisions of Public Law 105-17 to the State Advisor prior to state competitive events.* The appropriate form is on page 15 of these guidelines. [To be eligible for National competition, this signed form must be mailed by the State Advisor to National HOSA prior to May 15 of the competition year.]
 2. The specific reference selected for each procedure is listed in the Facilities, Equipment and Materials section of these guidelines.
 - Simmers, Louise. *Diversified Health Occupations*. Delmar Publishing. Latest edition.
 3. Each competitor will be evaluated on his/her performance on selected procedure(s). The procedures approved for this event are:

Procedure I:	Handwashing Technique
Procedure II:	Make an Unoccupied Bed
Procedure III:	Make an Occupied Bed
Procedure IV:	Position the patient with specified disability in bed
Procedure V:	Transfer patient with specified disability from bed to a chair/wheelchair.
Procedure VI:	Measure and record TPR
 4. The selected procedure(s) 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.
 5. 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.

6. Should a tie occur in the ranking of competitors, the selected procedure with the highest possible point value will be used as the tie breaker; others as necessary in descending order of total point value.
7. 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.
8. The competitor must earn a score of 70% or higher on the combined skill procedure(s) of the event in order to be recognized as an award winner at the NLC.
9. Competitors will be stopped when the allotted time is up.
10. Competitors must bring all items noted with *** in the materials section of these guidelines to the event.
11. **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. One-two Courtesy Corps per section
5. One-two patients as required by the scenario (per section) with identification band(s)
6. Holding room attendants(s)
7. 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, event evaluations and pencils (per competitor)
 6. Stopwatch
 7. Patient identification bracelet.
 8. Pen

Procedure I Handwashing (Reference: Simmers)

1. Sink
2. Paper towels
3. Waste container
4. Orange/cuticle stick or hand brush
5. Soap

Procedure II Make an Unoccupied Bed (Reference: Simmers)

1. Hospital bed
2. Pillow
3. Laundry hamper
4. Alcohol-based handrub
- *** 5. Set of linens for each competitor: (two large flat sheets, one draw sheet [a flat sheet may be used], one pillow case). *Optional: Blanket or spread.
6. Blankets and spreads (HOSA will provide blankets/spreads. Competitors will have the choice of using their own blanket/spread or one provided by HOSA.)
- *** 7. Barrier devices (gloves, gown, goggles, mask)

Procedure III Make an Occupied Bed (Reference: Simmers)

1. Hospital bed
2. Pillow
3. Laundry hamper
4. Alcohol-based handrub
- *** 5. Set of linens for each competitor: (two large flat sheets, one draw sheet [a flat sheet may be used], one pillow case). *Optional: Blanket or spread.
6. Blankets and spreads (HOSA will provide blankets/spreads. Competitors will have the choice of using their own blanket/spread or one provided by HOSA.)
- *** 7. Barrier devices (gloves, gown, goggles, mask)

Procedure IV Position Patient (Reference: Simmers)

1. Hospital bed, sheets, and pillow
- *** 2. Barrier devices (gloves, gown, goggles, mask)
3. Alcohol-based handrub
4. 3 pillows, 2 bath blankets. 2 large towels, 2 washcloths

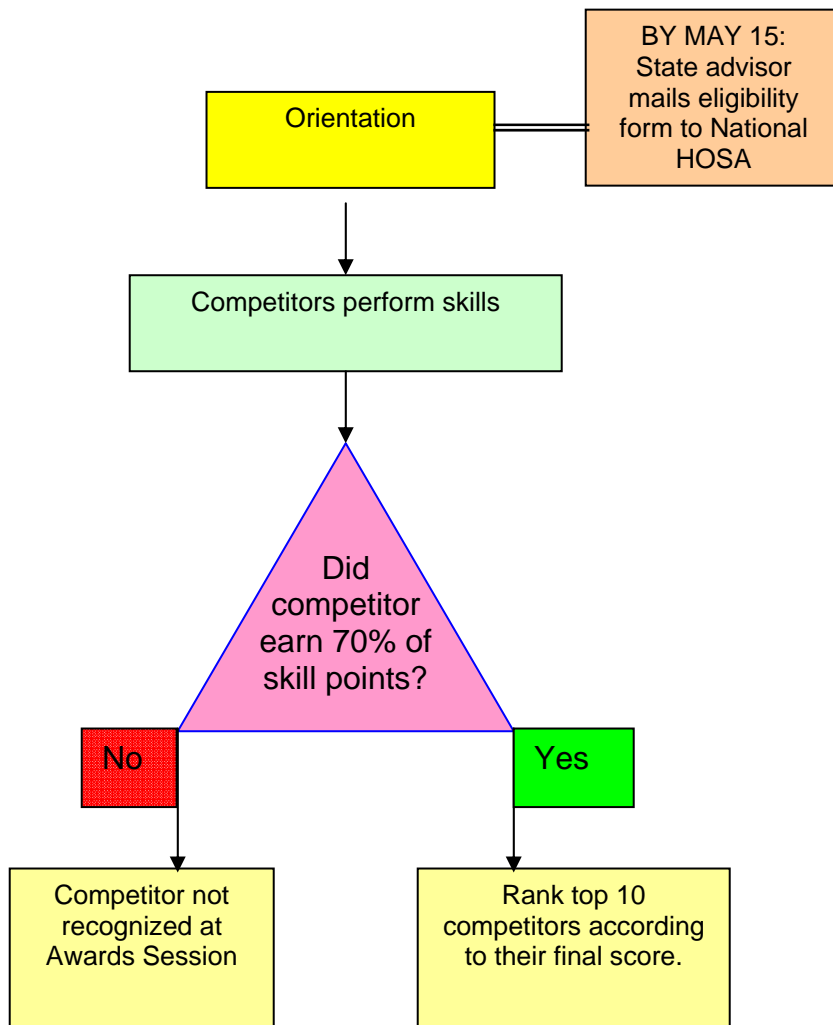
Procedure V Transfer Patient (Reference: Simmers)

1. Hospital bed
2. Chair/wheelchair
3. Blanket or sheet
4. Patient robe and slippers
- *** 5. Barrier devices (gloves, gown, goggles, mask)
7. Alcohol-based handrub
- * 7. Gait belt (Competitor may choose to provide his/her own gait belt.)

Procedure VI Measure and Record TPR (Reference: Simmers)

1. Digital or Non-mercury thermometer with disposable sheaths/probes. (Some digital thermometers use sheath covers while other more expensive thermometers use probe covers.)
2. Biohazardous waste container
- *** 3. Watch with second hand or timer
4. Graphic forms
- *** 5. Barrier devices (gloves, gown, goggles, mask)
6. Alcohol-based handrub

Event Flow Chart



PERSONAL CARE

Competitor #: _____ Judge's Signature: _____

Procedure I	Handwashing (Time: 3 minutes)	Possible	Allocated
1.	Removed jewelry	1	
2.	Turned faucet on with paper towel, adjusted temperature (water should be warm) and discarded towel in waste container	3	
3.	Wet hands and wrists thoroughly with fingertips pointing down	2	
4.	Applied soap to get a lather on hands	1	
5.	Put the palms of hands together and rubbed them using friction and a circular motion for 10-15 seconds	3	
6.	Put the palm of one hand on the back of the other hand, rubbed together several times and repeated after reversing position of hands	3	
7.	Interlaced fingers on both hands and rubbed them back and forth	2	
8.	Cleaned nails with an orange/cuticle stick and/or hand brush	2	
9.	Rinsed hands with fingertips pointed downward	2	
10.	Dried hands thoroughly, from tips of fingers to wrist, and discarded towel	2	
11.	Turned faucet off with dry paper towel and discarded towel in wastebasket	2	
12.	Avoided touching inside of sink	3	
TOTAL POINTS -- PROCEDURE I		26	

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

PERSONAL CARE

Competitor #: _____

Judge's Signature: _____

Procedure II	Make an Unoccupied Bed (Time: 8 minutes)	Possible	Allocated
1.	Assembled equipment and supplies	2	
2.	Used alcohol-based handrub for hand hygiene	2	
3.	Practiced standard precautions throughout procedure	2	
4.	Arranged the linen on a chair in the order in which the linen is to be used	2	
5.	Adjusted bed to appropriate height and locked wheels	3	
6.	Removed soiled linens by rolling into compact bundle, and placed in hamper	1	
7.	Unfolded bottom sheet on bed	2	
	a. Right side up	2	
	b. With narrow hem even with foot of mattress	2	
	c. With center fold of sheet at center of bed	2	
8.	Tucked clean bottom sheet under mattress to fit tightly and smoothly at head of bed	3	
9.	Made a mitered corner at head of mattress to fit tightly and smoothly	3	
10.	Tucked entire side from head to foot of bed	2	
11.	Placed drawsheet at center of bed (14-16 inches from head of bed) and tucked under mattress to fit tightly and smoothly	3	
12.	Unfolded top sheet on mattress, wrong side up, with hem even with top edge of mattress and center fold used to center the sheet	3	
13.	Placed the spread/blanket on the bed right side up with the top edge even with the top edge of the mattress, using the center fold to center the spread.	3	
14.	Tucked top sheet and spread/blanket as a unit under foot of mattress; mitered corner to fit tightly and smoothly, allowing the top sheet and spread to hang free on the side of the mattress	3	
15.	Moved to opposite side of bed, fanfolded top covers to center of bed	1	

Items Evaluated	Possible	Allocated
16. Tucked the bottom sheet under mattress at head and made a mitered corner	2	
17. Tucked the bottom sheet under mattress at the side, working from head to foot of bed, pulling the sheet to remove wrinkles before tucking	3	
18. Tucked drawsheet under mattress to fit tightly and smoothly	2	
19. Tucked top sheet and spread/blanket under at the foot of the bed; mitered corner to fit tightly and smoothly	2	
20. Folded the top sheet over the spread/blanket to make a 6"-8" cuff	2	
21. Placed case on pillow; placed pillow at head with open end away from door	3	
22. Lowered the bed to its lowest position, replacing all other equipment (bedside table, call signal, chair, etc.)	2	
23. Used alcohol-based handrub for hand hygiene	2	
24. Used correct body mechanics throughout procedure	2	
TOTAL POINTS -- PROCEDURE II	59	

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PERSONAL CARE

Competitor #: _____ Judge's Signature: _____

Procedure III	Make an Occupied Bed (Time: 10 minutes)	Possible	Allocated
1.	Assembled equipment and supplies	2	
2.	Used alcohol-based handrub for hand hygiene	2	
3.	Practiced standard precautions throughout procedure	2	
4.	Greeted and identified patient	1	
5.	Identified self, explained procedure and provided privacy	3	
6.	Arranged the linen on a chair in the order in which the linen will be used	1	
7.	Lowered headrest and footrest to a flat position (if permissible), adjusted bed to appropriate height and locked wheels	3	
8.	Lowered side rail on working side	1	
9.	Loosened top bedclothes at the bottom of the mattress, removed the spread/blanket and placed in the hamper	2	
10.	Replaced the top sheet with a bath blanket, having patient hold the top edge of the bath blanket (if able) while sliding the soiled top sheet out from top to bottom, then placed soiled sheet in hamper	2	
11.	Removed the pillow and assisted patient to turn to opposite side of bed	2	
12.	Folded/rolled bottom linens up to patient's body	1	
13.	Placed bottom sheet on bed		
	a. Right side up	2	
	b. With narrow hem even with foot of mattress	2	
	c. With middle fold of sheet at center of bed and fan folded opposite side to patient	2	
14.	Tucked clean bottom sheet under mattress to fit tightly and smoothly at head of bed and mitered corner	2	
15.	Tucked entire side from head to foot of bed	2	
16.	Placed drawsheet on bed; tucked under mattress; fan-folded to center of bed	3	
17.	Turned the patient toward you while cautioning the patient about turning over the fanfolded linen and raised side rail	3	

Items Evaluated	Possible	Allocated
18. Moved to the opposite side of bed and lowered side rail	2	
19. Removed soiled bottom linens and placed in hamper	2	
20. Pulled the clean bottom sheet into place, tucked in clean linen snugly at head of bed and mitered corner	2	
21. Pulled gently to remove wrinkles and tucked entire side from head to foot of bed	3	
22. Pulled clean draw sheet into place and tucked it firmly under the side of the mattress without wrinkles	2	
23. Assisted patient to turn to center of bed on his/her back	2	
24. Placed clean top sheet, wrong side up, over bath blanket, centered using the sheets center fold	1	
25. Asked patient to hold the top edge of the clean sheet, then removed soiled bath blanket by pulling it from the top to the bottom of the bed, and placed in hamper	1	
26. Placed spread/blanket on top of top sheet, right side up and centered, and tucked top linens as a unit at foot of bed and mitered corners	2	
27. Before tucking in the final fold, formed a toepleat by making a 3-inch fold in the top of the linen with the fold toward the foot of the bed, then completed the mitered corner	2	
28. Raised side rails and moved to the opposite side of the bed	1	
29. Lowered the siderail and completed the top linens on the opposite side of the bed, then raised the siderail	2	
30. Folded the top sheet over the spread/blanket to make a 6" – 8" cuff	1	
31. Inserted the pillow into a clean pillow case appropriately	2	
32. Positioned pillow to patient's comfort with the open end away from the door	1	
33. Observed all checkpoints before leaving the patient: placed call signal within easy reach, lowered bed, positioned patient in good body alignment, etc.	3	
34. Used correct body mechanics throughout procedure	2	
35. Used alcohol-based handrub for hand hygiene	2	
TOTAL POINTS -- PROCEDURE III	71	

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PERSONAL CARE

Competitor #: _____

Judge's Signature: _____

Procedure IV	Position Patient with Specified Disability in Bed (Time: 5 minutes)	Possible	Allocated
	<p><i>Competitors will be asked to demonstrate ONE of the following positions:</i></p> <ul style="list-style-type: none"> • <i>Supine</i> • <i>Lateral</i> • <i>Prone</i> 		
1.	Obtained instructions and assembled equipment	2	
2.	Used alcohol-based handrub for hand hygiene	2	
3.	Practiced standard precautions throughout procedure	2	
4.	Greeted and identified patient	1	
5.	Introduced self	1	
6.	Explained procedure and provided privacy	2	
7.	Locked the wheels on the bed, elevated bed to comfortable height, lowered bedrail on the appropriate side of the bed as necessary	3	
8.	Supine Position		
a.	Positioned the patient lying on his/her back.	2	
b.	Positioned the head in a straight line with the spine, placing a pillow under the head and neck to provide support	2	
c.	Placed a pillow or rolled blanket under the lower legs (from knees to 2" above heels) to provide support and keep heels off bed	2	
d.	Positioned pillow or rolled blanket against the soles of the feet to keep the toes pointed upward	2	
9.	Lateral Position		
a.	Positioned the patient lying on his/her side	1	
b.	Placed a small pillow under the head and neck for support	1	
c.	Flexed the lower arm at the elbow	1	
d.	Supported the upper arm, flexed at the elbow, on a pillow or rolled blanket	1	
e.	Flexed both knees slightly, placed a firm pillow or rolled blanket between the legs with the pillow/blanket extending from the upper leg to the ankle	1	

Items Evaluated		Possible	Allocated
f.	Used a pillow or rolled blanket to keep the feet at right angle to the legs	1	
g.	Placed rolled washcloths or foam rubber balls in hands	1	
h.	Used pillows to support the back and/or abdomen	1	
10.	Prone Position		
a.	Positioned the patient lying on his/her abdomen	1	
b.	Placed the head in direct line with the spine and turned	1	
c.	Turned the head to one side, supported with a small pillow	1	
d.	Placed a small pillow under the waist for support	1	
e.	Placed a firm pillow under the lower legs to slightly flex the knees	1	
f.	Positioned feet at right angles to the legs by ending the feet over the mattress or using pillows/rolled blankets for support	2	
g.	Placed arms in line on either side of the head with the elbows slightly flexed for comfort	1	
11.	Checked all aspects of the patient's position and comfort prior to leaving	2	
12.	Observed all checkpoints prior to leaving the patient, making sure the siderails are elevated, bed is at its lowest level, call signal and supplies within reach, body comfortable in good alignment and area is neat and clean.	3	
13.	Used alcohol-based handrub for hand hygiene	2	
TOTAL POINTS -- PROCEDURE IV (one position)		28	

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PERSONAL CARE

Competitor #: _____

Judge's Signature: _____

Procedure V	Transfer Patient with Specified Disability from Bed to Chair/Wheelchair (Time: 4 minutes)	Possible	Allocated
1.	Assembled equipment	1	
2.	Used alcohol-based handrub for hand hygiene	2	
3.	Practiced standard precautions throughout procedure	2	
4.	Greeted and identified patient	1	
5.	Introduced self	1	
6.	Explained procedure and provided privacy	3	
7.	Determined which side of bed to use and placed chair/wheelchair at head of bed	2	
8.	Locked wheels of wheelchair and folded up foot rest, if needed	2	
9.	Lowered bed and locked wheels	2	
10.	Elevated the head of bed	2	
11.	Lowered the side rails on the exit side of bed	2	
12.	Fanfolded the bed linen to the foot of the bed	1	
13.	Assisted patient to dangle feet and observed for signs of stress	2	
14.	Put robe and slippers with non-slip soles on the patient	1	
15.	Applied gait belt		
	a. Positioned belt around patient's waist – on top of clothing	2	
	b. Positioned buckle/clasp so it is slightly off center in front of patient	1	
	c. Tightened belt so that fingers of both hands can be placed under belt	2	
16.	Transferred patient into chair/wheelchair		
	a. Kept back straight and placed one hand on each side of the belt using an underhand grasp while standing close to and facing the patient	2	
	b. Positioned feet to provide wide base of support (If patient has a weak leg, supported it by positioning knee against patient's knee or by blocking patient's foot)	2	
	c. Instructed patient to assist by pushing against bed with hands to raise to standing position on a given signal (such as on the count of three)	1	

Items Evaluated	Possible	Allocated
d. At the given signal, assisted patient to stand at bedside, lifting up on the belt while the patient pushes up from the bed	2	
e. Assisted patient to pivot until back of legs are touching the seat of the chair, place his/her hands on the armrests, bend at the knees and sit down in chair	3	
f. Adjusted footrest of wheelchair as needed and removed gait belt	2	
17. Draped patient with blanket/sheet	1	
18. Checked to determine if patient was comfortable	1	
19. Used alcohol-based handrub for hand hygiene	2	
TOTAL POINTS -- PROCEDURE V	45	

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PERSONAL CARE

Competitor #: _____ Judge's Signature: _____

Procedure VI	Measure and Record TPR (Time: 5 mins) (Time: 8 minutes if using glass thermometer)	Possible	Allocated
1.	Assembled equipment and supplies	1	
2.	Used alcohol-based handrub for hand hygiene	2	
3.	Practiced 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, and smoking	2	
8.	Positioned patient comfortably	1	
JUDGES: Evaluate either 9A or 9B			
9A.	TEMPERATURE – Electronic Thermometer		
a.	Placed digital thermometer in disposable sheath or placed a probe cover over the probe	2	
b.	Inserted thermometer/probe under the patient's tongue	2	
c.	Held the thermometer/probe in place until unit signals	2	
d.	Removed thermometer/probe from patient's mouth	2	
e.	Disposed of sheath/probe cover in biohazardous waste container	2	
f.	Read and verbalized the patient's temperature correctly	4	
g.	Returned thermometer to cover or return probe to stored position	2	
h.	Recorded accurately on graphic form	2	
9B.	TEMPERATURE – Mercury Free Oral Thermometer		
a.	Removed clean thermometer by the upper end and used a tissue to wipe the thermometer from stem to bulb.	1	
b.	Shook down the thermometer until it read 96 ⁰ F or lower.	1	
c.	Checked the thermometer for damage while placing a disposable plastic sheath over the thermometer.	2	
d.	Inserted the bulb under the patient's tongue, toward the side of the mouth, asking the patient to hold it in place with the hand or lips but not to bite it.	2	
e.	Left the thermometer in place for three minutes.	2	

Items Evaluated		Possible	Allocated
f.	Removed thermometer by holding the stem and removed/discarded the sheath in a biohazard container without touching the part that was in the patient's mouth.	2	
f.	Read and verbalized the patient's temperature correctly	4	
g.	Returned thermometer to solution in container.	2	
h.	Recorded accurately on graphic form	2	
10.	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, counted regular pulse for 30 seconds times 2; if irregular, counted for full minute	2	
d.	Counted pulse accurately within plus or minus 2 of judge's count	3	
e.	Described quality characteristics of pulse to judge (volume – character strength, and rhythm - regularity)	2	
f.	Recorded accurately on graphic form	2	
11.	RESPIRATION		
a.	Continued pulse position to keep patient unaware of counting	2	
b.	Counted regular respirations for 30 seconds times 2; if irregular, counted for full minute	1	
c.	Counted respirations accurately within plus or minus 2 of judge's count	3	
d.	Described quality characteristics of respirations to judge (depth and rhythm)	2	
e.	Recorded accurately on graphic form	2	
12.	Used alcohol-based handrub for hand hygiene	2	
13.	Executed all vital sign procedures (temperature, pulse, respiration) smoothly and in logical order, overlapping procedures to maximize efficiency of time	3	
TOTAL POINTS - PROCEDURE VI		58	

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PERSONAL CARE

STUDENT ELIGIBILITY FORM

For Regional/Area competition: This signed form must be mailed/delivered to the designated person by the published deadline.

For State competition: This signed form must be mailed/delivered to the State Advisor by the published deadline.

For National competition: This signed form must be mailed by the State Advisor to National HOSA prior to May 15.

Student: _____

School: _____ State _____

- The above named student is classified under the provision of The Individuals with Disabilities Education Act Amendments of 1997 Public Law 105-17. (Students classified under Section 504 are NOT eligible to compete in this event.)
- Additional time (one minute for handwashing, positioning, or transferring, and two minutes for bedmaking and TPR) should only be requested if the student's IEP indicates a need for extra time in performing psychomotor tasks.

Chapter Advisor: _____

What accommodation recommended in the student's IEP should be made during this event?

School Official, Title and Date: _____

What specific accommodation was made for this student in this event at the State level?

State Advisor and Date: _____

Graphic Chart

Last Name		First Name			Attending Physician												Room Number								
																	Hospital Number								
Date																									
Day in Facility																									
Day PO or PP																									
Temperature	Hour	AM			PM			AM			PM			AM			PM								
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Urine																									
Defecation																									
Weight																									