

# HOSA



# Section B 2007-08

## NATIONAL HOSA COMPETITIVE EVENTS PROGRAM NATIONAL HOSA HANDBOOK, SECTION B

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# FOREWARD

**This publication presents SECTION B of the HOSA NATIONAL HANDBOOK, with focus on THE HOSA NATIONAL COMPETITIVE EVENTS PROGRAM. Additional Handbook Sections, as noted below, deal with other important facets of the national HOSA Program.**

The entire HOSA NATIONAL HANDBOOK is not only a vital reference for HOSA Chapters, members and advisors but represents the major reason this organization has experienced outstanding growth since its inception in 1976 -- a belief in HOSA's contribution to students in Health Science Education throughout the nation and a belief that people working together can accomplish a great goal.

The complete HANDBOOK will provide the HOSA advisor and members with the information needed to organize and/or maintain an effective HOSA Chapter. It also will help advisors integrate the HOSA program of work into the instructional program of Health Science Education. Activities of HOSA are an integral part of the instructional program that provides occupational skills in the health career community as well as building leadership skills.

This HANDBOOK should be utilized in developing leadership skills among members and the HOSA Officer Team, and in planning, organizing and conducting HOSA Chapter activities throughout the year. With the comprehensive HOSA National HANDBOOK as a reference, it is believed that the entire HOSA organization -- national, state and local -- will become an even more effective organization in serving its members.

The complete HOSA NATIONAL HANDBOOK currently comprises three major sections, each published as a separate document and available on-line or at minimal cost through the HOSA Related Materials Service. This publication plan is designated to facilitate ease of use of the separate sections by state HOSA associations and local HOSA Chapters for particular purposes and in combination for total perspective. In addition, separate section publication expedites addition of sections and individual section revision as the need arises.

**The entire National Handbook, including Section B – can be found at [www.hosa.org](http://www.hosa.org).**

Sections include the following:

**HOSA NATIONAL HANDBOOK - SECTION A: NATIONAL HOSA - THE ORGANIZATION.** First Edition 1982; Revised, 2004.

*An essential part of every HOSA Chapter's resources, Section A provides basic information about HOSA as an organization serving Health Science students. Included are a description of National HOSA, its purposes, organizational structure, national officer composition, governance and operation, state affiliation, emblematic and ceremonial aspects, selected National HOSA policies, historical development and Bylaws.*

**HOSA NATIONAL HANDBOOK -  
SECTION B: THE HOSA NATIONAL  
COMPETITIVE EVENTS PROGRAM.**

First Edition 1982; Revised Annually

*A necessary instructional resource for HOSA Chapter members and the local Health Science teacher/HOSA advisor is Section B. Section B provides all current information pertaining to the HOSA Competitive Events Program to enhance leadership and technical skill development in the classroom and to guide competition at the local, district/regional, state and national levels. This publication includes "General Rules and Regulations" as well as specific competitive events guidelines and competency based performance rating sheets and selected policies and procedures pertaining to administration of, preparation for and participation in HOSA competitive events.*

**SECTION C: GUIDE TO ORGANIZING  
AND MANAGING A HOSA CHAPTER.**

First Edition 1985, Revised 2004.

*A major leadership tool and instructional resource for HOSA Chapter officers and members and the Health Science teacher/HOSA advisor is Section C. Section C provides practical guidelines for organizing and operating a local HOSA chapter and its program of activities, for integrating HOSA leadership and technical skill development in Health Science classroom instruction and for participation by HOSA members and officers in local, district/regional, state and national HOSA program activities.*

Activities and procedures within HOSA are governed by the philosophy of simple fairness to all. Therefore, the policy of National HOSA is that all operations will be performed without regard to race, sex, color, national origin or handicap. HOSA is in compliance with the Americans with Disabilities Act.

**HOSA NATIONAL HANDBOOK -**

Introduction/General Rules and Regulations (July 2007)

# ACKNOWLEDGEMENTS

There are many persons who contributed to the publication of the comprehensive HOSA NATIONAL HANDBOOK. To those who have ensured the future of this organization through their contributions to this HOSA NATIONAL HANDBOOK, please accept the sincere thanks of all members of National HOSA and of all those who will use this HOSA NATIONAL HANDBOOK in the years to come.

**Special appreciation** is due the following individuals who contributed information and/or written research which generated the First Edition published in 1982 which included Sections A and B:

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Efforts to update and revise Sections A, B, and C were initiated and authorized by the Board of Directors of HOSA, Inc. under Board Chairmen James Keeton (TX), Lorraine Summers (IL), Barbara James (SC), Ruth-Ellen Ostler (NY) and Norma Walters (AL).

The first revisions to this publication were originally coordinated by the National HOSA Communications and Related Materials Committee under the direction of Ruth Mulford (NY) and Helen Swaincott (PA) and the Competitive Events committee under Barbara James (SC), Kent Ray (MI) and Ruth-Ellen Ostler (NY).

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Deepest appreciation is expressed to all that contributed in so many ways to this publication. A special thanks to National HOSA's Headquarters Management firm, Corporate Education Resources, Inc., referred to as CERI, who provided direction and production services in the development and publication of the NATIONAL HOSA HANDBOOK.

# THE NATIONAL HOSA COMPETITIVE EVENTS PROGRAM

## OVERVIEW

HOSA members are encouraged to take full advantage of the HOSA National Competitive Events Program, a constantly expanding and improving series of health care related competitive events. Competition within a state is held in the spring as a means of identifying those members eligible for competition at the HOSA National Leadership Conference. Imagine the pride that members feel when their names are called and they stand on stage waiting to receive a National HOSA Medallion for recognition as a first, second or third place event winner.

The purpose of the HOSA HANDBOOK: SECTION B is to assist members to take advantage of one of HOSA's major membership benefits. The Competitive Events Program is designed to provide a system for recognizing the competencies developed by members through Health Science class instruction, related job training and HOSA related activities. Individual members and teams are evaluated according to set standards of performance by professionals from the health care community appropriate to each event.

It's worth the time and effort to select an event and prepare for competition. Those who prepare for an event are developing the knowledge and skills needed as a health care professional. For example, what is learned in preparing for the Job Seeking Skills competitive event can be used to get an entry level position in the health care field. Members are able to participate in district or state conferences and meet HOSA members and health professionals from across the state. Members who participate in the competitive events program are immediately recognized as professionals in training interested in pursuing a career in the health care community.

Regardless of whether members receive a medallion in state or national competition, the real benefit of the Competitive Events Program is realized when the student prepares for competition. Members gain confidence in their abilities when they improve their health care skills in preparation for competition. The pride of representing the chapter and/or state association builds when members enter a competitive event.

The competencies developed by members in local, district, state, and/or national competition build a foundation of confidence and skills that will last a lifetime of professional activities.

HOSA members should believe in the competitive events program, not because of the awards to be received in competition, but because of the feeling of accomplishment and confidence gained in preparing for competition. HOSA does not provide competition for competition's sake; rather, HOSA provides a competitive events program as a means of recognizing those students who are willing to pursue excellence by preparing for competition and having the determination to attend a conference and demonstrate the competencies gained through the health occupations program.

The Competitive Events Management Team constantly monitors the National Competitive Events Program to:

- Identify existing events that should be reviewed and revised to reflect current health care practices;
- Identify new events that should be added to reflect current program offerings in secondary and postsecondary/collegiate institutions
- Direct the development process for designing new events, and
- Evaluate new event demonstrations and tests.

## EVENT PREPARATION

Members interested in the Competitive Events Program should follow **ten steps** in preparing for competition.

1. Talk with the HOSA Chapter Advisor and let him/her know their interest in entering a competitive event at district and/or state conferences.
2. Review the National Competitive Events Program and select the event that is consistent with their career objective.
3. Visit [www.hosa.org](http://www.hosa.org) for the current edition of the specific event guidelines, and specifically concentrate on the "General Rules and Regulations" in preparing for the event.
4. Study the detailed guidelines and the judge's rating sheet(s) to know the criteria by which competitors are evaluated.
5. Practice, practice, practice and practice the event at the local chapter level before competing at a district or state conference.
6. Talk with other members who participated in competition previously and gain as much as possible from their experiences.
7. Ask the chapter Advisor to conduct event simulations in the classroom to allow all members to have an event experience.
8. Know all rules and procedures for the event in which they are entering to avoid disqualification or point deductions.
9. Enter district and/or state competition and carefully review all instructions to event participants.
10. Enjoy the competition because the real benefit of competition was realized in the preparation.

## BASIC EVENT REGULATIONS

Regulations and procedures that should be noted by all competitors include:

1. Must be active members of HOSA.
2. Must have competed in the same event at the state level for which they are entered at the national level.
3. Must attend or be represented at the scheduled orientation session at the National Leadership Conference for the event in which they are competing.
4. Must *not* be late in arriving at the event area for risk of disqualification.
5. Must adhere to the dress code as specified in the event guidelines. Will be awarded bonus points for being in appropriate dress.
6. Must work independently, except in team events, or be disqualified for receiving assistance from judges, teachers, fellow students or observers during competition.
7. May be disqualified for falsification of any information used in competition.
8. Evidences of plagiarism in any written paper will result in the disqualification of the paper.

### Judges

Every effort is expended to secure judges that are competent in the event for which they are assigned. For example, in CPR/First Aid, judges must hold a current instructor card for American Red Cross First Aid, and/or for ARC CPR or AHA CPR.

HOSA looks for judges who have the technical expertise and experience to evaluate the specific event competencies, and for enough judges to fairly evaluate the competition – one to three judges per section, depending upon the nature of the event and availability of judges.

## Everyone Can Be a WINNER!

By recognizing the personal and career benefits of the National Competitive Events Program, members know the time they invest in preparing for and participating in competition is worth the effort. Chapters want to participate in competition to demonstrate to other chapters the preparation of members. Chapter pride is built when members represent their institution and participate in competition. The pride grows when members receive recognition as an event winner at the State Conference. Chapter pride continues when one or more members attend the National HOSA Conference representing both the chapter and state association. The pride grows stronger, for chapters and members, when the event winners are announced and brought to the stage. Members will almost burst with personal satisfaction and pride in knowing that their investment provided dividends not only for themselves but for their chapter and state associations as well.

Those who are not called to the stage for special recognition must also be proud of their accomplishments. Although the National Competitive Events Program is designed to award medallions to a select few event participants, the real winners are those who are able to leave the National Conference with new experiences, improved skills, greater knowledge, enhanced confidence and the determination to not allow the HOSA experience die when the conference is concluded or at graduation. The ultimate goal is not to be a winner at a National Conference. The realistic goal for all HOSA members is to secure entry level employment or advancement within the health care field. The real value of the National Competitive Events Program is when members are able to perform more effectively as health care professionals.



By taking advantage of the many opportunities available for involvement and leadership roles, HOSA members will be more confident than students not actively involved in chapter activities. The Health Science classroom builds health care skills; HOSA helps build a confident health care professional able to achieve success in a rapidly changing and competitive industry.

### IN SUMMARY

All members should take advantage of the National HOSA Competitive Events Program. This publication is designed to guide the entire chapter as well as individual members for the opportunities available in event competition at District, State and/or National Conferences. Fortunately, the benefits of participation in competitive events do not cease at the conclusion of a conference. The National HOSA Competitive Events Program will have a lasting impact on the professionalism of HOSA members as they pursue rewarding and challenging careers in the dynamic and competitive health care community.

# GENERAL RULES AND REGULATIONS

## NATIONAL HOSA COMPETITIVE EVENTS PROGRAM

### **Eligibility for National Participation**

1. HOSA's **affiliated state associations shall conduct all aspects of the events** which are included in the National Competitive Events Program at the state level, according to the approved National Competitive Events Guidelines (as revised July, 2006). It is recommended that state associations plan and conduct the Annual State Conference in sufficient time to meet the National Conference registration deadline of May 15. (Note: The National HOSA Conference usually is held in June each year.)

States may submit a maximum of three (3) competitors/teams per event per division in Categories I-IV, with the exception noted in Rule #12 of these General Rules and Regulations. If ties or event challenges result at the state level, states must implement a process to determine which three (3) competitors/teams per event per division may register for national competition.

2. To be eligible for national competition, participants **must be a member of National HOSA**, registered on a chapter roster, no later than January 1 if the student is enrolled in the Fall semester; Spring enrollees must be affiliated by March 1 or within thirty (30) days of the beginning of a program initiated during the Spring semester.
  - States determine and publish specific state competition eligibility deadlines.
  - All participants must adhere to the eligibility requirements as specified in the individual Competitive Event Guidelines.
  - Members are not eligible for national competition if they are not affiliated with the national organization prior to their respective State Leadership Conference.

3. Each competitor should compete in skill events at the **highest level of his/her training.**

4. The **official definition for secondary and postsecondary/collegiate** members of HOSA, for the purposes of Competitive Events registration and participation, is:

**Secondary** - The Secondary Division shall be composed of secondary students at the junior high (9<sup>th</sup> grade) or high school level (9<sup>th</sup> – 12<sup>th</sup>).

**Postsecondary/Collegiate** - The Postsecondary/Collegiate Division shall be composed of undergraduate students who (a) are enrolled in a state-approved postsecondary program at the community college level or college level program; (b) have received a high-school diploma (or its equivalent) or (c) have been out of the continuous, sequential educational system prior to the current enrollment for two or more years prior to the current year's HOSA National Leadership Conference and/or enrolled in a health career program in pursuit of a baccalaureate degree.

All competitors shall be active members of HOSA in good standing as established by local, state and national organizations.

5. Competitive event participants **must be registered at National HOSA by May 15.** Registered participants may be dropped or another eligible student may be substituted until the state advisor or designee has completed registering the state with competitive events at the National Conference. All state participants are officially entered when the HOSA Advisor (or his/her designee) completes and signs the State Competitor list and verifies with National HOSA the student's membership status.

6. Individual and team participants in National Competitive Events **must have competed in the same competitive event at the state level** for which they are entered at the national level. This competition must have taken place in the school year immediately preceding the HOSA National Leadership Conference.
7. A **team event must include at least half (50%)** of the members who were members of the winning team at the state level. Other "qualified" student members may be substituted or added in the remaining team positions so that the number of team members is consistent with the rules for that event. (**Qualified is defined as any active HOSA member, and may include members from other chapters.** Substitutes or additions on a team are not required to have competed in the event at the state level.)
8. HOSA members with disabilities, and non-English speaking competitors, will be **reasonably accommodated** in the National Competitive Events Program through event modification as a means of providing them an equal competitive opportunity. Such members may be allowed to provide and utilize special equipment that HOSA may not be able to provide. Requests for reasonable accommodation must be indicated on the HOSA National Leadership Conference registration form or Student Eligibility form in Special Needs events, must be submitted to National HOSA **by the May 15 deadline**, and must have been done at the state level.
9. **Event status.** Category II events must have a minimum of three states and 15 total competitors (secondary and postsecondary/collegiate) in order to have the skill procedures implemented at the national level the following year. Events not meeting this criteria will have a **written test only**. This written test will include clinical written application/scenarios. (The event status will be evaluated annually.)
10. Alumni members are not eligible for competition, with the exception of the Outstanding Alumni event in Category V.
11. Separate sections of each event shall be conducted for secondary and postsecondary/ collegiate unless stated otherwise. (For Chapter Newsletter - Secondary, Postsecondary and Collegiate will be combined.) The competencies and procedures will be the same for all levels unless noted. Each state association may register three (3) secondary and three (3) postsecondary/collegiate members in each competitive event (Categories I through IV). Students may enter only one event in Categories I through IV and as many as they wish in Category V (recognition).
12. In Category V, each state association may register the following number of competitors:
  - **Outstanding HOSA Chapter:** All state Outstanding HOSA Chapters
  - **National Healthcare Issue Exam:** 25% of the NLC student delegates from the previous year
  - **National Service Project:** One per chapter
  - **Barbara James Service Award:** Unlimited
  - **National Recognition Program:** Unlimited
  - **Chapter Newsletter:** One per chapter
  - **Outstanding Alumni:** One per state
  - **Outstanding State Officer:** One per state
  - **HOSA Week:** One per chapter

## General Guidelines for National Events

13. The National Competitive Events Management Team will determine whether (and how many) sections will be scheduled for each Competitive Event at the National HOSA Conference according to the number of registered participants. They will also determine which procedures are to be performed for Health Science Skill Events, **based upon criteria which include space arrangements and condition of available sites, availability of equipment** and similar factors pertaining to operation of these events in a particular year.
14. **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 an adequate reason for their absence and provide a substitute (advisor, student) qualified to interpret to the competitor the directions/information shared at this meeting. **No proxy will be allowed for those events that include a written test or Round One during the orientation.**  
  
*Proxy documentation for other events is found in: Appendix D, "National HOSA Competitive Events Program, Competitive Events Orientation Representation Form"* The proxy form shall include: letter/memo signed by the competitor and chapter advisor, state advisor and school administrator and parent/guardian (if minor) and physician (if applicable).
15. **Attendance at Orientation for Team Events:** At least one (1) team member must attend the orientation for team events. When a team member is representing others on a team, they must bring a completed proxy form found in the Appendix. **All members must be present at the orientation for those team events in which the orientation includes Round One.**
16. Participants must adhere to **the Dress Code** as specified in the individual competitive event guidelines for the **orientation and event** in which they are competing. Bonus points will be given according to the individual guidelines. Specific dress code requirements are designated in the individual guidelines for Category II. For all other events, competitors must be attired in official HOSA uniform (see HANDBOOK, Section A) or proper business attire (see Policies and Procedures Manual). School tags, state badges or ID's must be removed or completely covered during competition. Blue jeans are not permitted in any competitive event. 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.
17. Competitors who **fail to bring the required material/equipment** as specified in the Competitive Event guidelines for any skill used in any event will be allowed to compete but will not earn points for all or part of the procedure(s) that require the missing material/equipment.
18. Except for team events, **competitors must work independently**, without assistance from judges, teachers, fellow students or observers. Participants may be disqualified for receiving assistance.
19. All competitors must be at their competitive event **at the designated time and place**. The participant's failure to report to the competition area within five (5) minutes of the appointed time may result in his/her disqualification. For possible special circumstances, prior arrangements must be made by the State Advisor through HOSA Management.
20. There will be **no observers** in any of the events at the NLC **except for the semi-finals and finals of HOSA Bowl**.

21. Members participating in competitive events **will be judged according to the rating sheet** and individual guidelines for the event in which they are competing as well as these "General Rules and Regulations." The decision of the judges shall be final.
22. **Participant rating sheets or test scores for any event will NOT be returned** to the competitor.
23. A process is established to provide an opportunity for an individual competitive event participant to **submit constructive inquiries and recommendations** to the Competitive Events Committee at the National Leadership Conference via completion of a "Competitive Event Inquiry Form." This completed form must be signed by the student and the State HOSA Advisor and turned in to Competitive Events Headquarters within two (2) hours after the competitive event concludes (see Appendix B).
24. Due to the distance between the hotels and skill event sites in some Category II events, **competitors should be prepared for an extended stay**. It is strongly suggested that competitors bring recreational materials. Food and/or snacks may be available for purchase at the sites if at all possible. Just in case, the competitor should be prepared.
25. HOSA does not use thermometers, sphygmomanometers, or any other equipment that contains mercury.
26. When a podium is provided during an event, the use of the podium by the competitor(s) is optional.
27. 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.

## **The Event Guidelines**

28. The selection of specific procedures and the development of the exams shall be the responsibility of National HOSA Competitive Events Program management team.
29. When the written test is considered Round One in Categories I and IV, the score will be used to qualify competitors for Round Two. The written test score in Category II may be used to qualify competitors for Round Two, and will be used as a part of the final score for the event.
30. **Study materials will not be permitted** in any holding room, unless otherwise permitted in the event guidelines.
31. For all written tests it is the responsibility of the **competitor to bring pencils and pens** to the event.
32. At national competition, each skill event (category II) will include 2-3 procedures. If called for in scenarios in Category II, **artificial blood and urine will be used**.
33. In Category II, a **written patient script** will be required for all scenarios which involve patients. This should help the patient dialogue in each section be more consistent.
34. **Standard Precautions:** All competitors in any event who may come in contact with body fluids must wear gloves, mask and protective eye wear as recommended by the Centers for Disease Control. Each competitor is responsible for providing his/her own gloves, mask and protective eye wear for all events entered
35. For all **written tests**, once the **timing** of the written test begins, no late competitors will be allowed into the room.

36. **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. For all written tests, tables will not use tablecloths.
37. Competitors may not bring cell phones to HOSA competitive events, including orientations and holding rooms. Judge cell phones and pagers must be turned off during competitive events.
38. At least 25% of the multiple choice items in any written event will measure **higher-order thinking skills**.
39. **All competitive** events will incorporate critical thinking skills in the event.
40. Skill Events with Written Tests – The written tests in Category II events will be considered Round One. Participants will advance to Round Two (skill procedures) **based on a pre-determined qualification process** from Round One.
41. If a competitor **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) of the procedure will be deducted.
42. Competitors must complete all procedures listed in the **guidelines even if the procedures must be simulated**. Steps may NOT be simulated/verbalized when the equipment/materials are available.
43. **Skill demonstrations in all events will be stopped at the end of the time limit** even if the competitor has not completed the procedure.
44. Dental Spelling and Medical Spelling Events: **If a word reappears** in a list in error, the word will be discarded the second time and the pronouncer will continue to the next word.
45. **Category II Procedures** - When multiple procedures are used and steps in procedures are duplicated on the rating sheet but not in practice, points will be awarded one time only. In such cases, the amount of time allowed for the total procedure may be adjusted by the Competitive Events Program staff. Competitors would be notified of total time allowed via the written scenario.
- Example - CPR/First Aid If a victim has a burn and fracture, the competitor would only call 911 one time and would only receive points for that step one time.
46. **Consensus Policy** - After **individually rating** competitors, Judges MAY compare ratings before turning in the rating forms. If the point spread is greater than 10 points, Judges MAY discuss why they rated the way they did and MAY choose to adjust their score, if needed.
47. A **tie-breaker** will be put in place for all Category II events. The tie-breaker will be the highest test score. In the case of a tie in the test score, then review of every fifth questions to determine the competitors rank. (i.e. item 5,10,15, 20....).
48. A mathematical formula will be used for multiple sections in Category III and IV events only. The computer adjusts the judges scores to account for judging differences, such that all sections are considered to be mathematically equal. Such a process provides a **statistically fair method for evaluating students in multiple sections with multiple sets of judges**.
49. Competitors may NOT use **calculators** when taking any written test.
50. Evidence of plagiarism in any written paper will result in disqualification of the paper.

51. Use of index cards for brief outline/key ideas during speeches will be permitted. Props may **not** be used. The competitor will be disqualified if they are used.
52. Appointment times are used in many HOSA events to avoid detaining competitors in holding rooms for long periods of time. **Professional ethics demand that competitors DO NOT discuss or reveal the secret topic or scenario for ANY event** until after the event has concluded.
53. Any **competitor who violates the HOSA Code of Conduct** during the course of the National Leadership Conference may forfeit any award/recognition won during the conference.
54. In skill events, the test plan and a list of references are provided as information regarding the resource used in test development. In addition, skill procedures are adapted from a specific resource as designated in the "Equipment and Materials" section of individual guidelines.
55. In Category II skill events, 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.
56. If the official notebook or portfolio specified in event guidelines is not used, there will be a 5-point deduction.
57. Competitors should use good judgment and discretion when planning event content. Procedures, demonstrations, displays or speeches with content that could be interpreted as insensitive, invasive, or of a highly personal nature should be avoided.
58. It is the competitor's responsibility to assure that the equipment they bring to the event and use as a part of the event is in good working order. Equipment failure (when the equipment is provided by the competitor) may result in an inability to judge all or part of an event that involves the use of equipment.
59. When a section of a notebook or portfolio indicates a range of pages, if a competitor uses fewer than the maximum number of pages, he/she CANNOT add pages in another section.

