

Personal Care

New for 2019 - 2020

Competitors will no longer be required to show event guidelines at ILC. Drawsheet or incontinence pad can be used for making a closed bed – competitor has the option. Editorial updates and clarifications have been made to guidelines. Scholarship information has been added to the guidelines.

Purpose To provide the HOSA member with an opportunity to develop and demonstrate knowledge and skills in nursing assisting.

Description The competitive event will consist of an evaluation of student performance of selected skill(s) identified in a written scenario. 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 skill(s)– jeans and shorts are not acceptable. Bonus points will be awarded for [proper dress](#).

Rules and Procedures 1. Competitors in this event must be active members of HOSA-Future Health Professionals and in good standing in the Secondary division only.

Eligibility In order to participate in this event, the competitor must meet all the following requirements:

- MUST be classified under the provision of the 2004 reauthorized Individuals with Disabilities Education Act (IDEA).
- Submit a completed STUDENT ELIGIBILITY AND ACCOMODATION FORM found on page 22 of the guidelines by the state-published deadline.

Competitors in this event must be active members of HOSA-Future Health Professionals, in good standing in the Secondary division.

2. Competitors must be familiar with and adhere to the [“General Rules and Regulations of the HOSA Competitive Events Program \(GRR\).”](#)

3. The specific reference selected for each skill is listed in the Facilities, Equipment and Materials section of these guidelines.

- [Simmers, L., Simmers-Narker, Simmers-Kobelak. DHO: Health Science. Cengage Learning, Latest edition.](#)

4. Each competitor will be evaluated on his/her performance on selected skill(s). The skills will not be combined. The skills approved for this event are:

Skill I:	Handwashing	(3 minutes)
Skill II:	Make a Closed Bed	(8 minutes)

Skill III:	Position Patient	(5 minutes)
Skill IV:	Transfer patient with specified disability from bed to a wheelchair	(4 minutes)
Skill V:	Measure and record TPR	(10 minutes)
Skill VI:	Changing a Patient's Gown	(5 minutes)
Skill VII:	Discharging a Patient	(6 minutes)

5. HOSA Management and event personnel have the option of providing one additional minute to the skill event interval prior to the scenario for competitors to preview the equipment that is provided for the event. If given, the one minute allowed for equipment preview will be added to the overall skill interval and competitors will be told they have an extra minute to review the equipment.
6. The selected skill(s) in the form of a written scenario will be read to the competitor at the start of the skill to be performed. The timing for the skill will begin when the section leader finishes reading the scenario to the competitor. Competitors will be stopped when the allotted time is up. A sample scenario can be found [here](#).
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. Violation of the ethics rules will be severely penalized per [the GRRs](#).
8. Should a tie occur in the ranking of competitors, the selected skill with the highest possible point value will be used as the tie breaker; others as necessary in descending order of total point value.
9. Competitors must complete all steps of the skill 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. If a student jeopardizes the patient's or his/her own safety and does not take immediate action to correct the error, the total points for the skill or specific subpart(s) of the skill will be deducted.
11. The competitor will be stopped at the end of the time allowed for a selected skill(s) and will not earn the points for the parts of the skill he/she did not complete.
12. The competitor must earn a score of 70% or higher on the skill(s) of the event in order to be recognized as an award winner at the ILC.
13. HOSA offers numerous scholarships every year to its members interested in pursuing a variety of health careers. As you consider participating in this competitive event, please keep in mind there may be a HOSA Scholarship offered that fits your interests! For more information on the HOSA Scholarship program, please visit <http://www.hosa.org/scholarships>.

Uploading to Tallo

Each competitor must create a profile on Tallo, an online platform that showcases talent and skills and brings students, colleges, companies, and possibilities together. Competitors will create their online profile by visiting – <https://hello.tallo.com/hosa>.

Uploading your materials to Tallo is a requirement for most states and for ILC. Failing to upload the required materials will result in significant point loss at competition. Check the event rating sheet for details on how points are awarded.

- a) The main purpose for the partnership with Tallo is two-fold: (1) to provide the HOSA member with a permanent, professional online portfolio to share with universities and future employers and (2) to obtain valuable analytical membership data for HOSA, including demographic, academic, and career interest information. Entities, outside of Tallo, CANNOT access this information without explicit member permission.
- b) Every competitor must create a profile and upload a .pdf of their Student Eligibility form to the **Personal Care** competitive event opportunity on Tallo. **Detailed instructions** for doing this are in “step g” below and also available at <http://www.hosa.org/tallo> as both a .pdf handout and web tutorial video.
- c) The size limit for any files uploaded to Tallo is 2.5 MB. To avoid an upload error, please be sure to save your .pdf as a compressed file or reduce the size of your embedded images. For instructions on how to do this, please visit: <http://www.hosa.org/filesize>.
- d) Regional and State Process:
 1. Competitors should check with their state advisor to see if Tallo is being used at the state level. If so, competitors should find out the deadlines for any regional or state conferences. State Advisor Contact information can be found here - <http://hosa.org/associations>
 2. The .pdf of the Student Eligibility form must be uploaded prior to the state published deadlines.
 3. States will verify the material has been uploaded prior to any regional or state conferences.
- e) ILC Process:
 1. For those who advance to the ILC, the .pdf of the Student Eligibility form must be uploaded to Tallo by midnight PST May 15, 2020.
 2. HOSA-Future Health Professionals will verify the material has been uploaded prior to the International Leadership Conference.
- f) Changing Content:
 1. If a competitor uploads the .pdf of the Student Eligibility form for the regional and/or state level, it does not need to be resubmitted for ILC. Uploading the .pdf of the Student Eligibility form ONCE is sufficient for all three levels of competition (regional, state, ILC).
 2. **However**, competitors ARE allowed to change the content of their Student Eligibility form between conferences. IF such content changes are made, competitors should replace their original upload on Tallo with the most current version.
 3. The .pdf of the Student Eligibility form that is in Tallo on May 15, 2020 is considered final and may be used for judging at ILC 2020.
- g) Tallo Instructions
 1. Join Tallo-
 - a. Go to <http://www.hosa.org/tallo>.
 - b. Click the “Create Your Profile” button and create your account.
 - c. Add HOSA to your profile-
 - i. Click the blue “Profile” tab at the top left of the screen.
 - ii. Click the blue “Edit Profile” button at the top right of the screen (underneath the account dropdown menu).
 - iii. Select “Associations” from the bar on the left side of the screen.
 - iv. Type in “HOSA-Future Health Professionals” and select from the dropdown menu.
 2. Search for HOSA Competitive Event-

- a. Select “Opportunities” at the top of your screen when logged in.
 - b. In the “Organization Name” search box type in “HOSA”; wait for the list of pre-populated organizations to appear, and then select your state association from the drop-down box (Example: HOSA-Future Health Professionals | California). Click the blue “Search” box.
 - c. Select your competitive event from the list that appears to the right (Make sure that you have selected the proper state!).
3. Submit Materials and Apply for Competitive Event-
 - a. Follow the steps and provide required information for your event.
 - b. Click “Apply Now” when ready to submit.
 - c. You have until the state deadline (contact state advisor) or ILC deadline (May 15, 2020) to change any content and re-upload your submissions. The material in Tallo as of May 15, 2020 is considered final for ILC.
 - d. To edit your submission-
 - i. Click the dropdown menu on the top right of your screen in Tallo.
 - ii. Click “My Opportunities” and select your event.

Competitors Must Provide:

- Eligibility form (submitted to Tallo by state deadline)
- A [photo ID](#)
- Two #2 lead pencils with eraser
- Watch with second hand (optional)
- Barrier devices (non-latex gloves, gown, goggles or safety glasses, mask)
- Gait belt (HOSA will provide one, but competitors will have the choice of using their own gait belt if they would like)
- Hand brush

FOR SPECIFICS ON EVENT MANAGEMENT SEE [MANAGING COMPETITIVE EVENTS](#)

Required Personnel:

- One Event Manager
- One Judge Manager (JM) to provide quality assurance for the event by ensuring that the guidelines are followed and all event documents are complete.
- One Section Leader per section
- One judge per skill selected per section
- Event assistants per section as needed
- One-two patients as required by the scenario (per section) with identification band(s)
- Holding room attendants(s) as needed
- Timekeepers (if necessary)

Facilities, Equipment and Materials (Per Section): General

- Clinical and/or laboratory stations for selected procedures (see [HOSA Room Set](#))
- List of competitors for check-in
- Assorted props, which may include pillows and/or blankets
- Written Scenario-copies for judges, section leaders
- Patient and judge scripts as needed
- Calculators, note pads, and pencils for judges
- Stopwatches
- Rating sheets – one per judge per competitor

- Evaluation Forms – competitor, judge, and personnel
- #2 lead pencils with eraser to complete evaluations
- List of competitors who have uploaded materials to Tallo by deadline
- Copy of guidelines for judges
- Hand sanitizer (alcohol based handrub)

Skill I Handwashing (DHO)

- Sink
- Paper towels
- Waste container
- Soap

Skill II Make a Closed Bed (DHO)

- Hospital bed
- Pillow
- Laundry hamper
- Trash can liners for laundry hampers, 1 per competitor
- Linens (drawsheet or incontinence pad can be used)
- Blankets and spreads

Skill III Position Patient (DHO)

- Patient
- Hospital bed with sheets OR exam table with examination table paper (skill can be done in either setting)
- Disinfectant wipes
- Small pillow
- Sheet or disposable drape

Skill IV Transfer Patient (DHO)

- Patient
- Chair
- Wheelchair
- Blanket or sheet
- Patient robe and slippers
- Gait belt (Competitor may also choose to provide his/her own gait belt.)

Skill V Measure and Record TPR (DHO)

- Patient
- Digital disposable sheaths/probes. (Some digital thermometers use sheath covers while other more expensive thermometers use probe covers.)
- Biohazardous waste receptacle
- Graphic forms

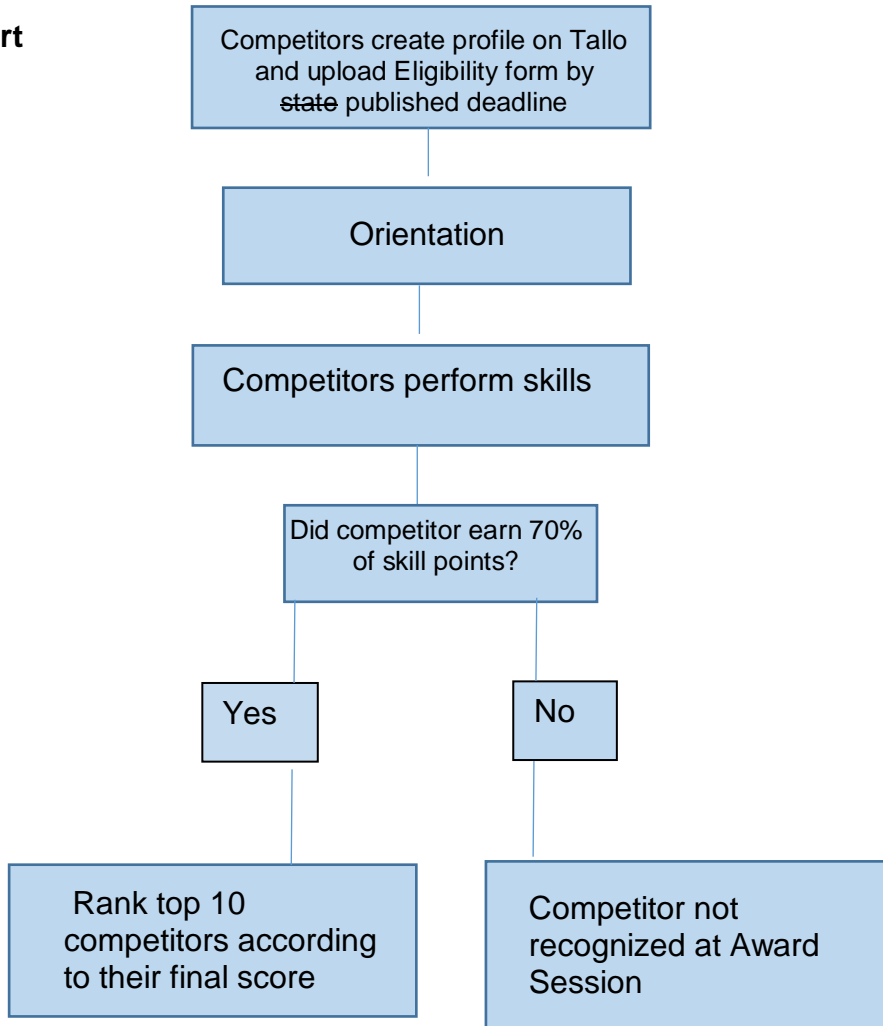
Skill VI Changing a Patient's Gown (Sorrento & Remmert)

- Patient
- Scenario – must indicate a specific injury/condition of the affected arm, and must indicate the reason for changing the gown (if it is contaminated with blood or body fluids.)
- Bed or chair
- Gowns (2) One to be removed and a clean gown, both with ties (Do not use a gown that opens at the shoulder.)
- Linens (if bed is used) and a bath blanket
- Laundry hamper or bag

Skill VII Discharging a Patient (DHO)

- Patient
- Scenario with discharge order included
- Bed or chair
- Discharge checklist
- Hand-rub
- Non slip sole footwear
- Gait belt (competitor has option of using HOSA's or bringing their own)
- Wheelchair
- Exit sign

Event Flow Chart



PERSONAL CARE

Competitor #: _____

Judge's Signature: _____

Skill I Handwashing (Time: 3 minutes)		Possible		Awarded
1.	Stand back from sink to avoid contamination of clothing. Removed rings and pushed wristwatch up above wrist.	1	0	
2.	Turned faucet on with paper towel, adjusted temperature (water should be warm) and discarded towel in waste container.	1	0	
3.	Wet hands and wrists thoroughly with fingertips pointing down.	1	0	
4.	Applied soap to create lather on hands.	1	0	
5.	Put the palms of hands together and rubbed them using friction and a circular motion for 15 seconds.	2	0	
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.	2	0	
7.	Interlaced fingers on both hands and rubbed them back and forth.	1	0	
8.	Encircled wrist with palm and fingers from opposite hand, and used a circular motion to clean the wrist. Repeated for the opposite wrist.	1	0	
9.	Cleaned nails with hand brush.	1	0	
10.	Rinsed hands from forearms to fingertips, with fingertips pointed downward.	1	0	
11.	Dried hands thoroughly, from tips of fingers to wrist, and discarded towel.	1	0	
12.	Turned faucet off with dry paper towel and discarded towel in wastebasket.	1	0	
TOTAL JUDGE POINTS -- SKILL I		14		
70% Mastery for Skill I = 9.8				

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

If the competitor does not get the Student Eligibility and Accommodation Form completed by the deadline (SLC conference due date), then the student competitor will be allowed to compete but will receive 35 penalty points. Points will be deducted in Tabulations.

PERSONAL CARE

Competitor #: _____ Judge's Signature: _____

Skill II Make a Closed Bed (Time: 8 minutes)		Possible		Awarded
1.	Assembled equipment and supplies.	1	0	
2.	Used alcohol-based handrub for hand hygiene and put on non-latex gloves (if indicated).	1	0	
3.	Arranged the linen on a chair in the order in which the linen is to be used.	1	0	
4.	Adjusted bed to appropriate height and locked wheels.	2	0	
5.	Removed soiled linens by rolling into compact bundle, and placed in hamper, hold linen away from body & reapply alcohol based handrub.	2	0	
6.	Unfolded fitted sheet on bed.	1	0	
	a. Contoured corner positioned at head and foot of bed.	1	0	
	b. Fitted one contour corner smoothly around the foot of the mattress	1	0	
	c. Fitted the contour corner at the head of the mattress	1	0	
	d. Completed one side of the bed completely before proceeding to the other side.	1	0	
7.	Placed drawsheet at center of bed (14-16 inches from head of bed) and tucked under mattress to fit tightly and smoothly. (An incontinence pad can be used instead of drawsheet if the competitor chooses).	2	0	
8.	Unfolded top sheet on mattress, wrong side up, with hem even with top edge of mattress and center fold used to center the sheet.	2	0	
9.	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.	2	0	
10.	Tucked top sheet and spread/blanket as a unit under foot of mattress; mitered corner to fit tightly and smoothly, let the triangle hang loose.	2	0	
11.	Moved to opposite side of bed.	1	0	

Items Evaluated		Possible		Awarded
12.	Fanfold the top covers to the center of the bed to work with bottom sheet.	2	0	
13.	Fitted the contour corner under mattress at the head and foot of the bed pulling the sheet to remove wrinkles before tucking.	2	0	
14.	Tucked drawsheet under mattress to fit tightly and smoothly.	2	0	
15.	Tucked top sheet and spread/blanket as a unit under foot of mattress; mitered corner to fit tightly and smoothly, let the triangle hang loose.	2	0	
16.	Folded the top sheet over the spread/blanket to make a 6"-8" cuff.	1	0	
17.	Placed case on pillow; placed pillow at head with open end away from door.	2	0	
18.	Lowered the bed to its lowest position, replacing all other equipment (bedside table, call signal, chair, etc.).	2	0	
19.	Used alcohol-based handrub for hand hygiene.	1	0	
20.	Used correct body mechanics throughout skill.	2	0	
21.	Practiced standard precautions throughout skill	2	0	
TOTAL POINTS -- SKILL II		38		
70% Mastery for Skill II = 26.6				

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PERSONAL CARE

Competitor #: _____ Judge's Signature: _____

Skill III Position Patient (Time : 5 minutes)	Possible	Awarded
<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>Sim's (Left Lateral)</i> • <i>Prone</i> <p><i>*Patient is either on an exam table or in a hospital bed</i></p>		
1. Obtained instructions and assembled equipment.	1 0	
If performing skill on exam table, complete steps 2-6:		
2. Wiped the examination table with disinfectant and covered with table paper.	2 0	
3. Used alcohol-based handrub for hand hygiene.	1 0	
4. Greeted patient and introduced self and escorted to exam table.	1 0	
5. Identified patient.	1 0	
6. Explained skill and provided privacy.	2 0	
If performing skill on hospital bed, complete steps 7-11:		
7. Used alcohol-based handrub for hand hygiene.	1 0	
8. Greeted patient and introduced self.	1 0	
9. Identified patient.	1 0	
10. Explained skill and provided privacy.	2 0	
11. Locked the wheels on the bed, elevated bed to comfortable height, lowered bedrail on the appropriate side of the bed as necessary.	2 0	
12. Supine Position		
a. Positioned the patient lying flat on his/her back.	2 0	
b. Placed a small pillow under the head.	2 0	
c. Rested the arms at the sides of the patient's body.	1 0	
d. Positioned the legs flat and slightly separated.	2 0	
e. Used a large sheet/disposable draper to drape the patient but did not tuck the sheet/disposable drape at the sides or bottom.	1 0	
13. Sims' Position (Left Lateral)		
a. Positioned the patient lying on his/her left side.	1 0	
b. Extended the left arm behind the back.	1 0	
c. Head turned to the left side and rested the head on a small pillow.	1 0	

Items Evaluated		Possible	Awarded
d.	Bent the left leg slightly.	1 0	
e.	Bent the right leg sharply at the knee and brought up to the abdomen.	2 0	
f.	Placed the right arm bent at the elbow in a comfortable position in front of the body.	1 0	
g.	Draped with large sheet/disposable drape and did not tuck in at sides or bottom.	1 0	
14.	Prone Position		
a.	Positioned the patient lying on his/her abdomen.	2 0	
b.	Flexed the arms at the elbows and placed at the sides of the head or to the side of the body.	2 0	
c.	Turned the head to either side, supported with a small pillow.	2 0	
d.	Used one large sheet to drape the patient, leaving the sheet loose on all sides.	2 0	
15.	Checked all aspects of the patient's position and comfort.	2 0	
16.	Remained with patient until the patient is informed the procedure is completed.	2 0	
Judge states, "the procedure is completed".			
17.	Assisted the patient to sit up observing for signs of weakness or dizziness.	1 0	
18.	Cleaned and replaced all equipment.	2 0	
19.	Used alcohol-based handrub for hand hygiene.	1 0	
20.	Appropriate verbal and nonverbal communication with patient and other personnel.	2 0	
21.	Practiced standard precautions throughout skill.	2 0	
TOTAL POINTS -- SKILL III: One Position		28	
70% Mastery for Skill III = 19.6			

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

If the competitor does not get the Student Eligibility and Accommodation Form completed by the deadline (SLC conference due date), then the student competitor will be allowed to compete but will receive 35 penalty points. Points will be deducted in Tabulations.

PERSONAL CARE

Competitor #: _____ Judge's Signature: _____

Skill IV	Transfer Patient with Specified Disability from Bed to Chair/Wheelchair (Time: 4 minutes)	Possible	Awarded
1.	Assembled equipment.	1	0
2.	Used alcohol-based handrub for hand hygiene.	1	0
3.	Greeted patient and introduced self.	1	0
4.	Identified patient.	1	0
5.	Explained skill and provided privacy.	2	0
6.	Placed chair/wheelchair at head of bed facing the foot or at the foot of the bed facing the head.	1	0
7.	Locked wheels of wheelchair and folded up foot rest, if needed.	1	0
8.	Lowered bed and locked wheels.	1	0
9.	Elevated the head of bed.	1	0
10.	Lowered the side rails on the exit side of bed.	1	0
11.	Fanfolded the bed linen to the foot of the bed.	1	0
12.	Assisted patient to dangle feet and observed for signs of stress.	2	0
13.	Put robe and slippers with non-slip soles on the patient.	1	0
14.	Applied gait belt.		
	a. Positioned belt around patient's waist – on top of clothing.	1	0
	b. Positioned buckle/clasp so it is slightly off center in front of patient.	1	0
	c. Tightened belt so that fingers of both hands can be placed under belt.	2	0
15.	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	0
	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	0
	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	0

Items Evaluated		Possible	Awarded
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	0
e.	Place your knees and feet firmly against the patient's knees and feet to provide support.	2	0
f.	Assisted patient to pivot until back of legs are touching the seat of the chair/wheelchair, place his/her hands on the armrests, bend at the knees and sit down in chair/wheelchair.	2	0
g.	Adjusted footrest of wheelchair (as needed) and removed gait belt.	1	0
16.	Draped patient with blanket/sheet.	1	0
17.	Checked to determine if patient was comfortable.	1	0
18.	Used alcohol-based handrub for hand hygiene.	1	0
19.	Appropriate verbal and nonverbal communication with patient and other personnel.	2	0
20.	Practiced standard precautions throughout skill.	2	0
TOTAL POINTS -- SKILL IV		38	
70% Mastery for Skill IV = 26.6			

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PERSONAL CARE

Competitor #: _____ Judge's Signature: _____

Skill V Measure and Record Vital Signs (Time: 10 minutes)		Possible		Awarded
1.	Assembled equipment and supplies.	1	0	
2.	Used alcohol-based handrub for hand hygiene.	1	0	
3.	Greeted patient and introduced self.	1	0	
4.	Identified patient.	1	0	
5.	Explained vital sign skill.	2	0	
6.	Questioned patient about eating, drinking, and smoking.	1	0	
7.	Positioned patient comfortably.	1	0	
8.	TEMPERATURE – Electronic Thermometer			
a.	Placed digital thermometer in disposable sheath or placed a probe cover over the probe.	2	0	
b.	Inserted thermometer/probe under the patient's tongue toward the side of the mouth	1	0	
c.	Asked patient to close mouth, but not bite down.	1	0	
d.	Held the thermometer/probe in place until unit signals.	1	0	
e.	Removed thermometer/probe from patient's mouth.	1	0	
f.	Disposed of sheath/probe cover in biohazardous waste container.	1	0	
g.	Read and verbalized the patient's temperature correctly.	2	0	
h.	Returned thermometer to cover or return probe to stored position.	1	0	
9.	RADIAL PULSE			
a.	Positioned patient's hand and arm so they were well supported and rested comfortably with palm of hand turned downward.	1	0	
b.	Placed two or three fingers properly on thumb side of wrist.	1	0	
c.	By exerting light pressure, counted regular pulse for 30 seconds times two (2); if irregular, counted for full minute.	1	0	
d.	Counted pulse accurately within plus or minus 2 of judge's count.	2	0	
e.	Described quality characteristics of pulse to judge (volume – character strength, and rhythm - regularity).	2	0	
10.	RESPIRATION			
a.	Continued pulse position to keep patient unaware of counting.	1	0	

Items Evaluated		Possible	Awarded
b.	Counted regular respirations for 30 seconds times 2; if irregular, counted for full minute.	1 0	
c.	Counted respirations accurately within plus or minus 2 of judge's count.	2 0	
d.	Described quality characteristics of respirations to judge (depth and rhythm).	2 0	
11.	Used alcohol-based handrub for hand hygiene.	1 0	
12.	Recorded temperature, pulse and respirations accurately on graphic form.	2 0	
13.	Executed all vital sign skills (temperature, pulse, respiration) smoothly and in logical order, overlapping skills to maximize efficiency of time.	2 0	
14.	Appropriate verbal and nonverbal communication with patient and other personnel.	2 0	
15.	Practiced standard precautions throughout skill.	2 0	
TOTAL POINTS - SKILL V 70% Mastery for Skill = 28		40	

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PERSONAL CARE

Competitor #: _____

Judge's Signature: _____

Skill VI Changing a Patient's Gown (Time: 5 minutes)		Possible		Awarded
* Patient in a bed or chair				
1.	Obtained proper authorization (scenario) and assembled equipment.	1	0	
2.	Knocked on the door or called out to the patient before entering. <i>(If applicable.)</i>	1	0	
3.	Greeted patient and introduced self.	1	0	
4.	Identified patient.	1	0	
5.	Explained skill and provided privacy.	2	0	
6.	Used alcohol-based handrub for hand hygiene.	1	0	
7.	Observed standard precautions by wearing non-latex gloves if gown is contaminated.	2	0	
8.	IF THE PATIENT IS IN A HOSPITAL BED <i>(perform 8a & 8b)</i> IF THE PATIENT IS IN A CHAIR SKIP TO STEP 9			
a.	Elevated the bed to a comfortable working height and lowered the siderail on the near side. <i>(as needed).</i>	1	0	
b.	Loosened the patient's bedding.	1	0	
9.	Covered the patient with a bath blanket.	1	0	
10.	Untied the tapes on the neck and back of the gown by having the patient turn on his/her side or leaning forward in the chair.	1	0	
11.	Gently pulled out any part of the gown that is under the patient.	1	0	
12.	Removed the soiled gown.			
a.	Beginning with the unaffected arm, gently eased the arm out of the sleeve.	1	0	
b.	Eased the sleeve off the affected arm, taking care to make adjustments for the specific needs of the affected arm. (injury, paralysis, dressing, splint, etc.)	2	0	
c.	Kept the patient covered while removing the soiled gown.	1	0	
d.	Placed soiled gown in a laundry hamper or bag. If the gown is contaminated with blood or body fluids, followed agency policy for handling contaminated linen.	1	0	
13.	Unfolded the clean gown and placed it over the patient.	1	0	
14.	Put the sleeve on the affected arm first, taking care to make adjustments for the specific needs of the affected arm.	2	0	
15.	Put the sleeve on the unaffected arm.	1	0	

Items Evaluated		Possible	Awarded
16.	Pulled the gown down over the patient, making sure it is free from folds and without exposing the patient.	1 0	
17.	Tied the ties on the neck of the gown, making sure that the tied knot is not on a bony prominence.	1 0	
18.	Removed the bath blanket.	1 0	
19.	Tied the waist tie of the gown.	1 0	
20.	Checked all aspects of the patient's position and comfort prior to leaving.	1 0	
21.	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.	2 0	
22.	Removed gloves if worn and used alcohol-based handrub for hand hygiene, or washed hands with soap and water if contaminated.	1 0	
23.	Communicated effectively with patient throughout the skill.	2 0	
24.	Appropriate verbal and nonverbal communication with patient and other personnel.	2 0	
TOTAL POINTS - SKILL VI – Pt. Sitting in a Chair		33	
TOTAL POINTS - SKILL VI – Pt. in Bed		35	
70% Mastery for Skill VI –Pt. Sitting in a Chair = 23.1			
70% Mastery for Skill VI – Pt. in Bed = 24.5			

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

If the competitor does not get the Student Eligibility and Accommodation Form completed by the deadline (SLC conference due date), then the student competitor will be allowed to compete but will receive 35 penalty points. Points will be deducted in Tabulations.

PERSONAL CARE

Competitor #: _____ Judge's Signature: _____

Skill VII	Discharging the Patient (Time: 6 minutes)	Possible		Awarded
1.	Assembled equipment.	1	0	
2.	Greeted patient and introduced self.	1	0	
3.	Identified patient.	1	0	
4.	Explained skill and provided privacy.	2	0	
5.	Used alcohol-based handrub for hand hygiene.	1	0	
6.	Assemble all patient's personal belongings not taken by family.	1	0	
7.	Complete discharge checklist.			
	a. Confirmed discharge order is written.	1	0	
	b. Confirmed medications have been reviewed with patient by nurse.	1	0	
	c. Confirmed patient has prescriptions.	1	0	
	d. Confirmed patient has been informed by nurse of any restrictions of activity or diet.	1	0	
	e. Confirmed patient has a scheduled follow up appointment.	1	0	
	f. Double checked room for any belongings not removed by family..	1	0	
8.	Locked wheels of wheelchair and folded up foot rest, if needed.	1	0	
9.	Confirmed patient is wearing non-slip soles.	1	0	
10.	Applied gait belt.			
	a. Positioned belt around patient's waist –on top of clothing.	1	0	
	b. Positioned buckle/clasp so it is slightly off center in front of patient.	1	0	
	c. Tightened belt so that fingers of both hands can be placed under belt.	1	0	
11.	Transferred patient into wheelchair from chair.	2	0	
	a. Kept back straight and place one hand on each side of belt using an underhand grasp while standing close to and facing the patient.			
	b. Positioned feet to provide wide base of support.	2	0	

Items Evaluated		Possible		Awarded
	c. Instructed patient to assist by pushing against chair with hands to raise to standing position on a given signal (such as on the count of three).	1	0	
	d. At the given signal, assisted patient to stand from chair, lifting up on belt while patient pushes up from the chair.	2	0	
	e. Place your knees and feet firmly against the patient's knees and feet to provide support.	2	0	
	f. Assisted patient to pivot until back of legs are touching the seat of the wheelchair, place his/her hands on the armrests, bend at the knees and sit down in wheelchair.	2	0	
	g. Adjusted footrest of wheelchair (as needed) and removed gait belt	1	0	
12.	Transported the patient to the exit area and verbalized assisting patient into car.	1	0	
13.	Said goodbye to patient.	1	0	
14.	Used alcohol-based handrub for hand hygiene	1	0	
15.	Appropriate verbal and nonverbal communication with patient and other personnel.	2	0	
16.	Practiced standard precautions throughout skill	2	0	
TOTAL POINTS -- SKILL VII		37		
70% Mastery for Skill VII = 25.9				

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

If the competitor does not get the Student Eligibility and Accommodation Form completed by the deadline (SLC conference due date), then the student competitor will be allowed to compete but will receive 35 penalty points. Points will be deducted in Tabulations.

Competitor ID # _____

Discharge Checklist For Skill VII

Initial when completed:

_____ Discharge order is written.

_____ Medications have been reviewed by nurse.

_____ Patient has prescriptions.

_____ Patient has been informed by nurse of any restrictions of activity or diet.

_____ Patient has a scheduled follow up appointment.

_____ Checked room for any belongings not removed by family.

Signature

Date

Personal Care
STUDENT ELIGIBILITY and ACCOMMODATION FORM REQUESTED
Completed by Competitor & Advisor

This form **MUST** be completed to provide student eligibility and accommodations for competition. **If the student competitor listed on this form does not get the form completed by the deadline (SLC conference due date), then the student competitor will be allowed to compete but will receive 35 penalty points. Points will be deducted in Tabulations.**

Please read this document in its entirety for instructions!

The purpose of this form is as follows:

- 1) to confirm a student's eligibility for this event
- 2) to allow the student to request accommodation in this event
- 3) The "Accommodations Provided at SLC" form (found on the following page) is to confirm what reasonable accommodation was provided at the state/chartered association level (if a student advances to the ILC, the accommodation provided at the state/chartered association level is what will be provided at ILC, within reason).

Student Name: _____

Chapter: _____ State _____

Competitor's Responsibility: The competitor is responsible for completing Sections 1 and 2 of this form and then uploading it to Tallo prior to the published deadline for SLC.

SECTION 1: Student Eligibility

- A School Official and Chapter Advisor **MUST** sign below to verify the named student on this form is classified under the provision of the 2004 reauthorized Individuals with Disabilities Education Act (IDEA). (Students classified under Section 504 are NOT eligible to compete in this event.)
- DO NOT send the actual IEP or other documentation. For purposes of this competition, only this completed form is needed as verification of eligibility for this event.

School Official* Signature: _____

*Exceptional children (special education) teacher, guidance counselor, or principal (circle one)

Chapter Advisor Signature: _____

SECTION 2: Accommodation Requested

- A School Official or Chapter Advisor completes this section
- Based on the student's IEP, what, if any, accommodation is being requested for the student to compete in this event? If none, please write "none."
 - ***Additional time should only be requested if the student's IEP indicates a need for extra time in performing psychomotor task (one minute is given for hand washing, positioning, transferring, discharging, or changing a gown; and two minutes are given for bed making and TPR)***

SUBMISSION PROCESS for Regional and State/Chartered Association Level:

Once Section 1 and Section 2 are completed, the Competitor must submit this form prior to the State Published Deadline. The form is submitted via Tallo by following the instructions found on pages 2-3 of these Personal Care guidelines.

Personal Care
ACCOMMODATIONS PROVIDED AT STATE CONFERENCE
Completed by State Advisor

State / Chartered Association: _____

State Advisor’s Responsibility: The State Advisor is responsible for submitting this entire completed form to HOSA by midnight Eastern Standard Time on May 15, 2020. The form will be submitted via the ILC Special Activity online form. If you did not have competitors in this event at your state conference, write “none” across the form and submit it. One form for each of the four special needs events (LSS, IS, PC, and SS) will be required.

Process:

- The State HOSA Advisor will be able to view individual student eligibility forms submitted from competitors for the regional/state conference in Tallo.
- The state should implement a state-level process for determining what requested accommodations (from SECTION 2 above) will or will not be provided at state conference(s).
- The State HOSA Advisor or other Competitive Event leader from the state/chartered association level, who is familiar with the details of the event, completes this form.
 - Ideally this form will be completed on-site, during competition, so as to provide an accurate record of what accommodation was given to each competitor in this event.
 - List ALL competitors registered for this event at your state conference (make copies of this page as needed)
- What accommodation WAS ACTUALLY PROVIDED at the state conference? Please be specific and explain. If nothing different was done for this competitor, please write, “none.”

Competitor Name & School	Accommodation Provided at SLC
<i>John Doe – ABC High School</i>	<i>None</i>
<i>Jane Doe – DEF Career Center</i>	<i>Clarified directions for competitor when asked</i>

For competition at the ILC, HOSA will provide the same accommodations that were provided at the state/chartered association level, within reason.

State Advisor Signature _____