

# Personal Care

## ***New for 2020 - 2021***

Competitor orientation deleted from ILC.  
References have been changed.  
New skills have been added and previous skills have been aligned with new references.  
Items that competitor must provide has changed.  
Editorial changes have been made in the guidelines for clarity.  
Rating sheet has been updated to reflect guideline changes.  
**September 22, 2020: A clarification has been made in Skill V, steps #7 and #8.**

### **Event Summary**

Personal Care provides members with the opportunity to gain knowledge and skills required for patient care in medical settings. This competitive event consists of a skills assessment and aims to inspire members to learn more about the field of nursing and how to provide quality care. This event is specifically for HOSA members who are classified under IDEA.

**Dress Code** Competitors shall wear proper business attire or official HOSA uniform, or attire appropriate to the occupational area. Bonus points will be awarded for [proper dress](#).

- General Rules**
1. Competitors in this event must be active members of HOSA and in good standing.
  2. Secondary and Postsecondary/Collegiate divisions are eligible to compete in this event.
  3. Competitors must be familiar with and adhere to the [“General Rules and Regulations of the HOSA Competitive Events Program \(GRR\).”](#)
  4. All competitors shall report to the site of the event at the time designated for each round of competition. At ILC, competitor’s [photo ID](#) must be presented prior to ALL competition rounds.

**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 24 of the guidelines by the state-published deadline.

### **Official References**

5. All official references are used in the development of the skill rating sheets.
  - A. [Dugan, Diana L. Nursing Assisting A Foundation in Caregiving, Hartman Publishing, Latest edition.](#)
  - B. [Roe, Sue. The Nursing Assistant: Essentials of Holistic Care, The Goodheart-Wilcox Company, Inc., Latest edition.](#)

## Skills Assessment

6. The skills approved for this event are:

Skill I:	Handwashing	(3 minutes)
Skill II:	Donning & Doffing a Full Set of PPE	(6 minutes)
Skill III:	Make a Closed Bed	(10 minutes)
Skill IV:	Make an Occupied Bed	(12 minutes)
Skill V:	Admitting a Patient	(10 minutes)
Skill VI:	Transfer patient with specified disability from bed to a chair/wheelchair.	(6 minutes)
Skill VII:	Measure and record vital signs: TPR and blood pressure (aneroid)	(12 minutes)
Skill VIII:	Caring for an Ostomy	(10 minutes)
7. The selected skill(s) will be presented to competitors as a written scenario at the beginning of the round. The scenario will be the same for each competitor and will include a challenging component that will require the competitors to apply critical thinking skills. A sample scenario can be found [here](#).
8. Timing will begin when the scenario is presented to the competitors and will be stopped at the end of the time allowed.
9. The scenario is a secret topic. Competitors MAY NOT discuss or reveal the secret topic until after the event has concluded or will face penalties per [the GRRs](#).
10. Judges will provide information to competitors as directed by the rating sheets. Competitors may ask questions of the judges while performing skills if the questions relate to patient physiology and will be included in the scenario.

## Final Scoring

11. 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.
12. 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.
13. If the competitor does not upload Student Eligibility and Accommodation Form by the deadline, then the competitor will be allowed to compete but will receive 35 penalty points. Points will be deducted in Tabulations.

## Required Digital Uploads

14. The completed [eligibility form](#) must be uploaded as a single document, pdf preferred, by competitor:
  - a. to Tallo for the Secondary division
  - b. Uploads for ILC will be open from April 15th - May 15th for ILC qualified competitors only.

Instructions for uploading materials to Tallo (Secondary/Postsecondary divisions only) can be found [HERE](#).

*NOTE: States have the option to use hard copy submissions instead of digital submissions. Please check with your State Advisor to determine what process is used in your state. For ILC, only digital submissions will be used for judging if uploaded by May 15th.*

**Competitors Must Provide:**

- Eligibility form (digitally submitted by state deadline)
- A [photo ID](#)
- Watch required for Round 2 for Vital Signs
- 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)

## PERSONAL CARE

Competitor #: \_\_\_\_\_ Judge's Signature: \_\_\_\_\_

<b>Skill I Handwashing (Time: 3 minutes)</b>	<b>Possible</b>		<b>Awarded</b>
1. Stand back from sink to avoid contamination of clothing. Removed rings and pushed wristwatch or long sleeves up above wrist using a paper towel.	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, wrists, and the skin 1-2 inches above the wrist thoroughly with fingertips pointing down.	1	0	
4. Removed hands from water stream and applied soap to create thick lather on hands.	1	0	
5. Rubbed palms together in a circular, counterclockwise motion.	2	0	
6. Pushed the fingers of the right hand between the fingers of the left hand and rubbed up and down. Repeated with left hand.	2	0	
7. Interlaced fingers, rubbed the palms together from side to side.	1	0	
8. Bent fingers and interlocked them with backs of fingers touching the opposite palm. Rubbed side to side.	1	0	
9. Cleaned under fingernails by rubbing them against other palm and forcing soap underneath them. Continued rubbing to clean around tops of nails. Reversed hands and repeated.	2	0	
10. Held the left thumb in the palm of the right hand. Rubbed in a circular, counterclockwise motion. Reversed hands and repeated.	2	0	
11. Held the fingers of the right hand together and placed them in the middle of the left palm. Rubbed in a circular, counterclockwise motion. Reversed hands and repeated.	2	0	
12. Washed hands for a minimum of 20 seconds.	2	0	
13. Held hands under running water with fingers pointed downward. Rinsed wrists and hands thoroughly.	1	0	

Items Evaluated	Possible		Awarded
14. Dried hands thoroughly with a clean paper towel <b>from wrists moving from hands to wrist</b> . Did not shake hands or touch dispenser. Repeated if needed.	2	0	
15. Used clean, dry paper towel to turn off faucet.	1	0	
16. Discarded paper towel in waste container without touching the container.	1	0	
<b>TOTAL POINTS -- SKILL I</b> <b>70% Mastery for Skill I = 16.1</b>	<b>23</b>		

*\*\*If a competitor 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.*

## PERSONAL CARE

Competitor #: \_\_\_\_\_ Judge's Signature: \_\_\_\_\_

Skill II minutes)	Donning & Doffing a Full Set of PPE (Time: 6	Possible	Awarded
1.	Assembled equipment and supplies.	1	0
2.	Washed hands or use alcohol-based handrub for hand hygiene.	1	0
3.	Opened the gown by holding it in front of you & allowing it to unfold without shaking the gown.	1	0
4.	Faced the back opening of the gown & placed arms through each sleeve.	1	0
5.	Fastened the neck opening.	1	0
6.	Reached behind pulled the gown until it completely covers all clothing & secured at the waist.	1	0
7.	Picked up mask by top strings or elastic strap not touching the inside of the mask.	1	0
8.	Pulled elastic strap or tied top strings first & then tied bottom strings.	1	0
9.	Pinched the metal strip at the top of the mask to fit tightly around the nose.	1	0
10.	Fitted mask snugly around face & below chin.	1	0
11.	Placed <del>goggles</del> goggles over your eyes or eyeglasses while making sure they fit snugly.	1	0
12.	If right-handed slid one glove on left hand (reverse if left-handed).	1	0
13.	Used the gloved hand to slide the other hand into the second glove.	1	0
14.	Interlaced fingers to smooth out folds & created a comfortable fit.	1	0
15.	Checked gloves for tears, holes, cracks, or discolored spots & replaced if needed.	1	0

Items Evaluated	Possible	Awarded
16. Adjusted gloves until they are pulled over the wrist fitting correctly & pulled cuffs of gloves over the sleeves of the gown.	1 0	
17. Removed gloves by touching only the outside of one gloved hand at the palm and pulled the glove off.	1 0	
18. With the fingertips of gloved hand, held removed glove.	1 0	
19. With the ungloved hand, slid two fingers under the remaining glove at the wrist without touching the outside of the glove.	1 0	
20. Pulled down, turning the glove inside out over the first glove as you removed it & dropped gloves in appropriate container.	1 0	
21. Removed goggles or face shield.	1 0	
22. Unfastened the gown at the neck & waist.	1 0	
23. Removed gown without touching the outside of the gown by rolling dirty side in, while holding gown away from the body.	1 0	
24. Disposed of gown in appropriate container.	1 0	
25. Untied mask and removed without touching mask.	1 0	
26. Disposed of mask in appropriate container.	1 0	
27. Washed hands or use alcohol-based handrub for hand hygiene.	1 0	
<b>TOTAL POINTS – SKILL II</b> <b>70% Mastery of Skill II = 18.9</b>	<b>27</b>	

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## PERSONAL CARE

Competitor #: \_\_\_\_\_ Judge's Signature: \_\_\_\_\_

<b>Skill III Make a Closed Bed (Time: 10 minutes)</b>		<b>Possible</b>		<b>Awarded</b>
1.	Assembled equipment and supplies.	1	0	
2.	Washed hands or use alcohol-based handrub for hand hygiene and put on non-latex gloves (if indicated).	1	0	
3.	Arranged the linen on a clean surface in the order in which the linen is to be used.	1	0	
4.	Adjusted bed to comfortable working level, in flat position and locked wheels.	2	0	
5.	Removed soiled linens by rolling edges inward, and placed in hamper, did not allow soiled lines to touch scrubs & removed gloves (if worn), reapplied alcohol based handrub.	2	0	
6.	Unfolded fitted sheet on bed.	1	0	
a.	Pulled the corners of the sheet tightly and smoothly over the corners of the mattress.			
b.	Completed one side of the bed completely before proceeding to the other side.	1	0	
7.	Placed drawsheet at center of bed and tucked under mattress to fit tightly and smoothly. (An incontinence/absorbent pad may 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, 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.	2	0	
11.	Tucked in the sides of the top sheet and blanket.	1	0	
12.	Folded the top sheet back over the blanket to make an 6 -8 inch cuff.	1	0	



Items Evaluated	Possible	Awarded
13. Moved to opposite side of bed.	1 0	
14. Fanfold the top covers to the center of the bed to work with bottom sheet.	2 0	
15. Fitted the contour corner under mattress at the head and foot of the bed pulling the sheet to remove wrinkles before tucking.	2 0	
16. Tucked drawsheet under mattress to fit tightly and smoothly.	2 0	
17. Tucked top sheet and spread/blanket as a unit under foot of mattress.	2 0	
18. Tucked in the sides of the top sheet and blanket.	1 0	
19. Folded the top sheet over the spread/blanket to make a 6"-8" cuff.	1 0	
20. Placed case on pillow; placed pillow at head with open end away from door.	2 0	
21. Lowered the bed to its lowest position, replacing all other equipment. (bedside table, call signal, chair, etc.)	2 0	
22. Washed hands or use alcohol-based handrub for hand hygiene.	1 0	
23. Used correct body mechanics throughout skill.	2 0	
24. Practiced standard precautions throughout skill.	2 0	
<b>TOTAL POINTS -- SKILL III</b> <b>70% Mastery for Skill III = 27.3</b>	<b>39</b>	

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## PERSONAL CARE

Competitor #: \_\_\_\_\_ Judge's Signature: \_\_\_\_\_

<b>Skill IV Make an Occupied Bed (Time: 12 minutes)</b>		<b>Possible</b>		<b>Awarded</b>
1.	Assembled equipment and supplies.	1	0	
2.	Washed hands or use alcohol-based handrub for hand hygiene and put on non-latex gloves (if indicated).	1	0	
3.	Greeted patient and introduced self.	1	0	
4.	Identified patient.	1	0	
5.	Arranged the linen on a clean surface in the order in which the linen will be used.	1	0	
6.	Lowered headrest and footrest to a flat position (if permissible), adjusted bed to a safe working level, usually waist high, and locked wheels.	2	0	
7.	Lowered side rail on working side.	1	0	
8.	Loosened top linen from the end of the bed on the working side, removed the spread/blanket and placed in the hamper.	2	0	
9.	Placed a bath blanket over the top lines and asked patient to hold the top edge of the bath blanket or tucked it under the patient's shoulders.	2	0	
10.	Removed the top linens without exposing the patient and placed in laundry hamper.	1	0	
11.	Gently assisted the patient to roll to the side of the bed farthest away from competitor and instructed to grasp side rail.	2	0	
12.	Loosened the soiled bottom linens and rolled up to the patient's back.	1	0	
13.	Placed fitted sheet on bed.			
	a. Placed fitted sheet with the center crease in the center.	1	0	
	b. Pulled the corners of the sheet tightly and smoothly over the corners of the mattress.	1	0	
	c. Rolled the extra material toward the patient.	1	0	
14.	Placed drawsheet on bed; tucked under mattress; fan-folded to center of bed. (An incontinence/absorbent pad can be used instead of a drawsheet if the competitor chooses).	2	0	
15.	Turned the patient toward you explaining they will be moving over linen and raised side rail.	2	0	
16.	Moved to the opposite side of bed and lowered side rail.	1	0	

Items Evaluated		Possible		Awarded
17.	Loosened soiled linen from head to foot of bed and placed in hamper.	1	0	
18.	Pulled clean linen through as quickly as possible.	2	0	
19.	Pulled the fitted bottom sheet tightly and smoothly over the corners of the mattress.	2	0	
20.	Pulled clean draw sheet into place and tucked it firmly under the side of the mattress without wrinkles.	1	0	
21.	Assisted patient to turn to center of bed on his/her back and raised the side rail.	1	0	
22.	Unfolded the top sheet and centered over patient over bath blanket, centered using the sheets center fold.	1	0	
23.	Asked patient to hold the top sheet, and pulled the bath blanket out from underneath, and placed in hamper.	1	0	
24.	Placed spread/blanket over the top sheet, and centered, and tucked the top sheet and blanket at foot of bed and mitered corners.	2	0	
25.	If needed , created room for toes by making toe pleats in the top linens.	2	0	
26.	Folded the top sheet over the spread/blanket to make a 6" cuff.	1	0	
27.	Removed the soiled pillowcase by turning inside out and placed in hamper.	1	0	
28.	Inserted the pillow into a clean pillow case.		-	
	a. With one hand, grasped clean pillowcase at closed end. Turned it over the arm.	1	0	
	b. Used same hand, grasped the center of the pillow and pulled pillowcase over with free hand.	1	0	
29.	Positioned pillow gently under the patient's head with the open end away from the door	1	0	
30.	Observed all checkpoints before leaving the patient: placed call signal within easy reach, lowered bed, positioned patient in good body alignment, etc.	2	0	
31.	Used correct body mechanics throughout skill.	2	0	
32.	Removed gloves if worn and disposed of properly, and washed hands or use alcohol-based handrub for hand hygiene.	1	0	
33.	Appropriate verbal and nonverbal communication with patient and other personnel.	2	0	
34.	Practiced standard precautions throughout skill.	2	0	
<b>TOTAL POINTS -- SKILL IV</b>		<b>51</b>		
<b>70% Mastery of Skill IV = 35.7</b>				

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## PERSONAL CARE

Competitor #: \_\_\_\_\_ Judge's Signature: \_\_\_\_\_

<b>Skill V Admit Patient (Time: 10 minutes)</b>	<b>Possible</b>		<b>Awarded</b>
1. Assembled equipment and supplies.	1	0	
2. Washed hands or use alcohol-based handrub for hand hygiene	1	0	
3. Greeted patient and introduced self.	1	0	
4. Placed an identification bracelet on the patient's wrist.	1	0	
5. Explained skill to patient.	1	0	
6. Provided for privacy.	1	0	
7. Obtained admission paperwork from patient and handed to supervisor (judge).	2	0	
8. <b>Belongings</b>			
a. verified that patient's belongings are in the room.	1	0	
b. questioned patient regarding the need to place any valuables in the safe.	1	0	
9. Provided orientation to the room.			
a. identified purpose of items on bedside table	1	0	
b. explained how to use overbed table	1	0	
c. instructed on how to use the call light, bed controls, TV & light control	1	0	
d. explained how to make telephone call & placed telephone within reach	1	0	
e. showed the patient the bathroom & how to use the bathroom's emergency call light	1	0	
10. Provided orientation to the facility.			
a. explained visiting hours & policies	1	0	
b. assisted to locate nurse's station, chapel, dining room or cafeteria	1	0	
c. explained how to identify staff (clothing or id badge)	1	0	
d. explained when meals are served & how to request snacks	1	0	
11. Made sure patient was comfortable & placed call light within reach.	1	0	

Items Evaluated	Possible		Awarded
12. Conducted a safety check before leaving room.	2	0	
13. Washed hands or use alcohol-based handrub for hand hygiene.	1	0	
14. Appropriate verbal and nonverbal communication with patient and other personnel.	1	0	
15. Reported any changes to the nurse.	1	0	
16. Documented skill performed.	1	0	
<b>TOTAL POINTS -- SKILL V</b> <b>70% Mastery of Skill V = 18.2</b>	<b>26</b>		

*\*\*If a competitor 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.*

Competitor ID # \_\_\_\_\_

**HOSA HOSPITAL  
Nurses' Notes**

Date	Time	Notes

## PERSONAL CARE

Competitor #: \_\_\_\_\_ Judge's Signature: \_\_\_\_\_

<b>Skill VI</b>	<b>Transfer Patient with Specified Disability from Bed to Chair/Wheelchair</b>	<b>Possible</b>		<b>Awarded</b>
	<b>(Time: 6 minutes)</b>			
1.	Assembled equipment.	1	0	
2.	Washed hands or use 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 of the bed, or at the foot of the bed, facing the head of bed. If patient has a weak side, positioned so patient could use strong side.	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 in front of patient.	1	0	
	c. Tightened belt so that fingers can be placed under the belt.	2	0	
15.	Transferred patient into chair/wheelchair.	2	0	
	a. Stood in front of patient with feet about 12 inches apart.	2	0	
	b. Used leg to support by placing one of knees against patient's knee or both knees against patient's knees.	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. Instructed the patient to take small steps in the direction of the chair.	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. Washed hands or use 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	
<b>TOTAL POINTS -- SKILL VI</b> <b>70% Mastery for Skill VI – 26.6</b>	<b>38</b>	

*\*\*If a competitor 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.*



# PERSONAL CARE

Competitor #: \_\_\_\_\_ Judge's Signature: \_\_\_\_\_

Skill VII	Measure and Record Vital Signs (Time: 12 minutes)	Possible	Awarded
1.	Assembled equipment and supplies.	1	0
2.	Washed hands or use 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.	<b>TEMPERATURE – Electronic Thermometer</b>		
a.	Placed digital thermometer in disposable sheath or placed a probe cover over the probe.	1	0
b.	Instructed patient to open mouth and lift tongue. Slowly inserted the covered probe into mouth until tip of probe touched base of mouth and tongue and to one side.	1	0
c.	Asked patient to close mouth.	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.	Read and verbalized the patient's temperature correctly.	1	0
g.	Disposed of sheath/probe cover in biohazardous waste container without touching.	1	0
h.	Returned thermometer to cover or returned probe to stored position.	1	0
i.	Recorded accurately on graphic form.	2	0
9.	<b>RADIAL PULSE</b>		
a.	Positioned patient's hand and arm so they were well supported and rested comfortably.	1	0
b.	Located the radial artery by placing middle and index finger toward the inside of the patient's wrist on the thumb side.	1	0
c.	Exerted light pressure, counted for full minute.	1	0
10.	<b>RESPIRATION</b>		
a.	Continued pulse position to keep patient unaware of counting.	1	0
b.	Counted regular respirations for full minute.	1	0

<b>Skill VI</b>	<b>Items Evaluated</b>	<b>Possible</b>	<b>Awarded</b>
11.	Verbalized pulse count and respiration count within plus or minus 2 of judge's count.	2 0	
12.	Described quality characteristics of pulse (volume – character strength, and rhythm - regularity) AND respirations (depth and rhythm) to judge.	2 0	
13.	Recorded pulse and respiration accurately on the graphic form.	2 0	
14.	<b>BLOOD PRESSURE</b>		
a.	Cleaned earpieces and diaphragm of the stethoscope	1 0	
b.	Exposed patient's upper arm and positioned the arm so that it rests level with the heart with the palm turned upward.	1 0	
c.	With the valve open, squeezed the cuff to make sure it is completely deflated.	1 0	
d.	Wrapped cuff around patient's arm above the elbow, snugly and smoothly.	1 0	
e.	Centered the bladder over the brachial artery, 1 –2" above the elbow and over the brachial artery.	1 0	
f.	Closed valve on bulb, by turning clockwise.	1 0	
g.	Positioned earpieces of stethoscope in ears.	1 0	
h.	Palpated brachial artery.	1 0	
i.	Placed stethoscope over brachial artery.	1 0	
j.	Inflate cuff to 180 mgHg systolic pressure.	1 0	
k.	Deflated the cuff by slowly turning the valve counterclockwise at an even rate of 2 – 4 mL per second.	2 0	
l.	Continued deflating the cuff slowly and noted the first sound and the last sound.	1 0	
m.	Completely deflated the cuff and removed cuff from patient's arm and made patient comfortable.	1 0	
n.	Recorded blood pressure accurately on graphic form.	1 0	
o.	Cleaned earpieces of stethoscope.	1 0	
p.	Replaced equipment appropriately.	1 0	
q.	Maintained accuracy within +/- 2 mm Hg of judge's reading of systolic pressure.	2 0	
r.	Maintained accuracy within +/- 2 mm Hg of judge's reading of diastolic pressure.	2 0	
15.	Washed hands or use alcohol-based handrub for hand hygiene.	1 0	

<b>Skill VI</b>	<b>Items Evaluated</b>	<b>Possible</b>		<b>Awarded</b>
16.	Executed all vital sign skills (temperature, pulse, respiration and blood pressure) smoothly and in logical order, overlapping skills to maximize efficiency of time.	2	0	
17.	Appropriate verbal and nonverbal communication with patient and other personnel.	2	0	
18.	Practiced standard precautions throughout skill.	2	0	
<b>TOTAL POINTS – SKILL VII</b>		<b>57</b>		
<b>70% Mastery for Skill VII = 39.9</b>				

*\*\*If a competitor 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.*

<b>Last Name</b>		<b>First Name</b>						<b>Attending Physician</b>												<b>Room Number</b>								
																				<b>Hospital Number</b>								
<b>Date</b>																												
<b>Day in Facility</b>																												
<b>Day PO or PP</b>																												
<b>Temperature</b>	<b>Hour</b>	<b>AM</b>			<b>PM</b>			<b>AM</b>			<b>PM</b>			<b>AM</b>			<b>PM</b>			<b>AM</b>			<b>PM</b>					
		4	8	12	4	8	12	4	8	12	4	8	12	4	8	12	4	8	12	4	8	12	4	8	12	4	8	12
	104																											
	103																											
	102																											
	101																											
	100																											
	99 Normal																											
	98																											
	97																											
96																												
<b>Pulse</b>	140																											
	130																											
	120																											
	110																											
	100																											
	90																											
	80																											
	70																											
	60																											
	50																											
<b>Respiration</b>	40																											
	30																											
	20																											
	10																											
<b>Blood Pressure</b>																												
<b>Weight</b>																												

# PERSONAL CARE

Competitor #: \_\_\_\_\_ Judge's Signature: \_\_\_\_\_

<b>Skill VIII</b>	<b>Ostomy Care (Time: 10 minutes)</b>	<b>Possible</b>		<b>Awarded</b>
1.	Assembled equipment and supplies.	1	0	
2.	Washed hands or use alcohol-based handrub for hand hygiene.	1	0	
3.	Knocked before entering room.	1	0	
4.	Greeted patient and introduced self.	1	0	
5.	Identified patient.	1	0	
6.	Explained skill to patient.	1	0	
7.	Provided for privacy.	1	0	
8.	Adjusted bed to hip level and locked the bed wheels.	2	0	
9.	Lowered the side rails in indicated.	1	0	
10.	Used alcohol-based handrub for hand hygiene.	1	0	
11.	Donned non-latex gloves.	1	0	
12.	Placed patient on back if possible & placed a disposable protective pad under the buttocks.	1	0	
13.	Covered patient with a bath blanket.	1	0	
14.	Fanfolded top linens & moved clothing to expose stoma.	1	0	
15.	Placed a second protective pad alongside the patient's body & covered the patient from the waist down.	1	0	
16.	Pulled gently on one edge of ostomy pouch to release air.	1	0	
17.	Removed ostomy pouch carefully and placed in plastic bag.	1	0	
18.	Noted color, odor, consistency & amount of stool in the pouch.	1	0	
19.	Wiped area around stoma with disposable wipe and discarded.	1	0	
20.	Used a washcloth & warm water, washing in one direction, away from the stoma.	1	0	
21.	Rinsed & patted the area dry with a towel & temporarily covered stoma opening with a wipe.	1	0	
22.	Applied deodorant (if indicated by scenario) & disposed of wipe.	1	0	

Items Evaluated	Possible		Awarded
23. Applied the clean ostomy pouch by holding in place & securing seal making sure the bottom of the pouch is clamped.	1	0	
24. Removed the bed protector & discarded.	1	0	
25. Placed soiled linens in proper container.	1	0	
26. Discarded plastic bag in proper container.	1	0	
27. Removed & discarded gloves.	1	0	
28. Washed hands or use alcohol-based handrub for hand hygiene.	1	0	
29. Made patient comfortable.	1	0	
30. Returned bed to the lowest position & removed privacy measures.	1	0	
31. Left call light within patient's reach.	1	0	
32. Washed hands or use alcohol-based handrub for hand hygiene.	1	0	
33. Documented skill.	1	0	
34. Reported any changes to the nurse.	1	0	
35. Appropriate verbal and nonverbal communication with patient and other personnel.	2	0	
36. Practiced standard precautions throughout skill.	2	0	
<b>TOTAL POINTS – SKILL VIII</b> <b>70% Mastery of Skill VIII = 27.3</b>	<b>39</b>		

*\*\*If a competitor 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.*

Competitor ID # \_\_\_\_\_

HOSA HOSPITAL  
Nurses' Notes

Date	Time	Notes

**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, 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)***

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#### **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 digitally submitted for ILC by following the instructions found in these guidelines. Competitors should check with their State Advisor for the process to submit this form for regional/state conferences.

### **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.”

<b>Competitor Name &amp; School</b>	<b>Accommodation Provided at SLC</b>
<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 \_\_\_\_\_