

**CE GLOSSARY OF SELECTED TERMS**

# B

 **Board Chairman** elected chairman of the HOSA, Inc. Board of Directors

 **board member** someone who serves on the HOSA, Inc. Board of Directors

**bonus** extra points added to an event score for proper dress, etc., as determined by the event guidelines

# C

 **CE**  abbreviation for Competitive Events

**CE Headquarters** room at the ILC for Competitive Events management and materials storage

**CE Leadership Team** Sub-group of CE Management Team that includes the Category Chairs, and HOSA Management

**CE Management Team** Lieutenants, Category Chairs, Interns, Liaison, and HOSA Management

**Clinical event site** location other than the hotel for selected events with clinical skills

**competitor** student HOSA member participating in a competitive event

**Conference** also known as HOSA CMS or HCMS, the software program used

**Management System**  to manage the registration of conference delegates, scheduling of competitive events, and tabulation of results

## D

**Demonstration Event** Individual states or the HOSA CE program may recommend the demonstration of a new event. In the case of state demos, the state must have conducted the event at the state level, and prove the international potential for the event. The CE Management team approves demonstration events at their January meeting. The state demonstrating the event accepts full responsibility for all aspects of conducting the event at the ILC.

**Delegate** HOSA member attending ILC

## E

**Event Assistant** People, usually students, selected by the State Advisor and Event Manager to assist in the event to which the state is assigned.

**Event Site**  generally refers to a medical facility away from the ILC hotel where selected skill events are held

**Event Manager** Person selected by the State Advisor to manage the event to which the state is assigned.

**Event Manager & JM** An orientation meeting on Wednesday of the ILC. Those

**Orientation** attending should be the Lieutenant, Event Manager, and JM.

**Event Personnel** People selected by the State Advisor and Event Manager to manage the event rooms to which the state is assigned.

**Event Personnel** An orientation meeting prior to the event. Those attending should

**Orientation** be the Event Manager, Judge Manager, event personnel, Lieutenant and State Advisor.

## G

**General Rules** beginning section of HOSA Handbook, Section B – includes

**And Regulations** rules thatapply to events in general, they serve as a supplement to all event guidelines

**Guidelines** written description of the process and evaluation for each competitive event, found in Section B of the HOSA Handbook

## H

**HOSA Handbook** official reference for HOSA Competitive Events, contains

**Section B** guidelines foreach competitive event

**HOSA, Inc.** the legal entity of HOSA

**HOSA, Inc. Board** elected body with the authority to manage all affairs of

**of Directors** HOSA, Inc.

**HQ** abbreviation for headquarters, a room at the ILC for management of competitive events, storage of CE supplies, meeting of staff members, etc.

## I

**ILC** abbreviation for International Leadership Conference

**Inquiry** a process that allows the HOSA member to disagree with or seek clarification on a decision related to competitive events

**"Inside" of Event** refers to the room where the competition actually takes place, sometimes an event section, usually managed by a Section Leader

## J

**Judge** the person with medical or leadership expertise who evaluates competitors following written criteria and awards a score for the competitors’ performance

**Judge Manager** the person selected by the state advisor to conduct judge orientation and ensure accuracy of judging process and paperwork

## L

**Lieutenant** member of CE Management team

**Local Advisor** person responsible for a group of HOSA members, generally a health science teacher or college faculty member

## M

**HOSA Management** professional leadership group that provides management

**Team** services to the entire HOSA organization, includes an Executive

Director, Associate, Director, and HOSA Staff

## O

**"Outside" of Event** area in hallway outside of where competitive event is taking place, usually where competitors wait before the event and complete evaluation forms after the event, managed by Event Manager

## P

**Pilot event** after an event is demonstrated at the ILC, the CE program can move the event to “pilot” status. Pilot status gives the CE program full responsibility for the event guidelines and management of the event. Because the event is still in the developmental stages, it is considered a recognition event for award purposes.

**Proxy** a process that allows someone to represent a competitor at an event orientation, the person who represents the competitor

## R

**Recognition Events** events in the Recognition category, usually awarded during international Recognition Session, held the night prior to the Awards Sessions

**Resources** suggested texts from which content or skills related to a particular event originate, a published text source

## S

**Scantron Forms** test answer sheets that can be read by an optical scanner, generally requiring the competitor to bubble in the correct response with a #2 pencil, OR, evaluation forms that can be read by the scantron machine

**Scenario** in Health Professions and Emergency Preparedness competitive events, a description of what happened that sets the environment for competitors to demonstrate skills, a secret topic to role play about

**Secret Topic** in selected competitive events, a topic such as a title for a speech , essay, poster or presentation that competitors do not know until they are in the preparation for event competition

**Section** a sub-group in a competitive event where all competitors have the same judges, an event may have one large section per division (ex: Medical Terminology) or numerous smaller sections (CPR/First Aid)

**Skill Events** events that require the demonstration of selected clinical skills, all directly related to a health care career

**Skills** generally refers to procedures selected to be demonstrated in Health Professions and Emergency Preparedness events

**Special Needs Events** includes Personal Care, Life Support Skills, Interviewing Skills and Speaking Skills – events designated for exceptional children as outlined in the Individuals with Disabilities Act

**State Advisor** person responsible for a specific state delegation - including student members, chapter advisors and guests

## T

**Tabulations** at the ILC, room with conference management program on computer, managed by computer consultant, to generate competitive event results and session scripts

**TAC** abbreviation for Technical Advisory Council. A group of health and HOSA professionals with expertise in a specific event area, organized to analyze and make recommendations about a specific competitive event

**Theme** Annual topic announced by HOSA-Future Health Professionals

**Topic** certain events have a specific assigned idea for analysis and presentation, with the given idea announced annually. For example, Biomedical Debate and Researched Persuasive Speaking have announced event topics