

New for 2018-2019

At ILC, [photo ID](#) must be presented prior to competing. At ILC, appointment times WILL NOT be distributed in hard copy to each competitor; appointment times will be posted on the HOSA App, HOSA website, and at CE Headquarters. Editorial updates and clarifications have been made to guidelines.

Purpose To provide HOSA members with an opportunity to develop and demonstrate knowledge and skills in a selected health profession.

Description This event will consist of three items: a) the development of a career portfolio, b) the demonstration of a selected skill common to the chosen health career and c) the presentation to the judges. The career portfolio will be created by the competitor to show career understanding and documentation of a related work-based learning experience. The skill portion will consist of a digitally recorded demonstration of a skill related to the chosen career. The presentation for judges will allow the competitor to demonstrate their understanding of the career.

Dress Code Competitors shall wear official HOSA uniform or proper business attire. 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 in good standing in the division in which they are registered to compete (Secondary or Postsecondary/Collegiate).
 2. Competitors must be familiar with and adhere to the "[General Rules and Regulations of the HOSA Competitive Events Program \(GRR\)](#)."
 3. The competitor will choose a health career that he/she is planning to pursue.
 - a. The career must be a health profession with at least one clinical skill that can be learned and demonstrated as part of the HOSA competitive event process.
 - b. **The skill may not duplicate a skill in an existing Health Professions or Emergency Preparedness event.**
 - c. The career must be a HEALTH career. For a sample list of health careers, visit the [National Consortium for Health Science Education](#) and [Explore Health Careers](#) websites.
 - d. The career must meet the "Career Selection Requirements" section of these guidelines.
 4. There are three components of this event; 1) career portfolio 2) skill video 3) presentation to judges.

The Career Portfolio

5. The competitor will create an 8-9 page career portfolio that contains evidence of career research and a work-based learning experience. A .pdf of this portfolio will be uploaded to STEM Premier by May 15th (see below for instructions).

6. The original portfolio to be used by the competitor during judging must be contained in an official HOSA portfolio or notebook from [Awards Unlimited](#) (NBK150, NBK 250, or PBK2002). For the 2018-19 membership year portfolios and notebooks with the old or new HOSA logo will both be accepted.
7. The competitor's original portfolio will not be collected by event personnel.
 - a. Pages should be one-sided.
 - b. Typed or word-processed.
 - c. Sheet protectors and page dividers may NOT be used.
 - d. The portfolio can be a combination of narrative form and outline style with main concepts and bullet points.
8. The contents of the portfolio MUST be as follows:
 - a. Page 1- **Title Page** includes event name, career title, competitor's name, HOSA chapter name, division, school and state/country; and is neatly presented. (A creative design or pictures may be used but will not affect the score.)
 - b. Page 2- **Career Summary** Provides career information that is complete, clear, and comprehensive – to include a description of the career, job duties, and employment characteristics.
 - c. Page 3- **Education, Training, Credentialing Professional Association, and Career-related Data and Statistics** Information about educational requirements and options, credentialing requirements and related professional associations. Referenced data related to occupational outlook, employment statistics, and other career-related data.
 - d. Page 4- **Summary** of a career-related interview with a professional in this career that demonstrates thoughtful questioning and comprehension of answers. * *This interview must be with a practicing health professional and may NOT include the competitor's instructor or HOSA advisor.*
 - e. Page 5- **Work-based Learning Summary and Outcomes** Summary of a work-based learning experience that documents a minimum of 8 hours of job shadowing, and describes who, what, where, and when, and demonstrates insight and understanding of the work environment and career. Also includes a thoughtful list of learning outcomes (what the competitor learned) as a result of the work-based learning experience.
 - f. Page 6- **Professional Verification** Letter from a career professional mentor, on professional stationary, one-page only, which includes comments on the competitor's attitude, enthusiasm, work performance, and career potential. The letter should be signed by the mentor. (May be in narrative form.)
 - g. Pages 7-8- **Skill Checklist** (maximum of 2 pages)
 - i. The competitor will select a skill that is performed by professionals in the chosen career field, will develop a one to two page skill checklist for the selected skill, and will perform the skill while being digitally recorded.
 - ii. The skill checklist must include all steps that would be performed as part of the skill.

- iii. **The skill must be one that the competitor can learn to actually perform/demonstrate.** The skill demonstration may use a model but must be performed and not verbalized. The competitor must be seen in the video performing the skill.
 - iv. The specific text reference used in the development of the skill must be cited. (Title, author, copyright, page numbers, etc.)
 - v. The reference must be a verifiable text and not an individual person.
 - vi. The skill may NOT duplicate a skill in an existing event. (The skill for Clinical Specialty must be an original skill. A similar skill may NOT be a part of another event. See Skill Selection Guidelines on page 8-9.)
 - vii. Competitors should use good judgment and discretion when choosing the skill. Skills that could be interpreted as insensitive, invasive, or of a highly personal nature should be avoided.
 - viii. Remember that the purpose of this event is to develop career awareness. The chosen skill should serve that purpose. For example, a nursing assistant may need to operate a fax machine, but “faxing a document” would not be a good skill to choose for the career of nursing assistant because it does not promote understanding of the chosen career.
 - ix. Steps of the skill must be broken down into logical sub-parts. Skills should have a minimum of 10 steps.
 - x. Two (2) additional copies of the skill checklist must be submitted as part of the portfolio at the scheduled event orientation.
 - xi. *The skill checklist must be word-processed*
- h. Page 8 or 9- **Reference Page.** A reference page must be prepared for any materials used to create the portfolio, during this lesson that were not created by the team. One page only. *Points will be awarded for compiling a clean, legible reference page, but the formatting of the reference page is not judged.*

Since the American Psychological Association (APA) is the most commonly used resource in the Health Sciences, this information is modified from the APA style to help HOSA members familiarize themselves with it. More information on APA formatting may be found at the [Purdue Online Writing Lab \(OWL\)](#).

Your ONE PAGE ‘References’ title should be centered and sources alphabetized by the author’s last name, first initial from the left margin. References should be single spaced and hanging indents should be used for sources requiring multiple lines. Alphabetize anonymous authors according to the web site or first main word in the title.

***Example:** Web Site (Professional)
 CDC.gov. (2017, Feb 15). Health services for teens. *Adolescent and School Health*. Retrieved from <https://www.cdc.gov/healthyyouth/healthservices/index.htm>.

- 9. Competitors in this event are encouraged to use a variety of resources in the development of the portfolio and skill checklist.

10. The official reference that will be used by the judges is:
➤ [Wischnitzer, Dr. Saul & Edith Wischnitzer. *Top 100 Health-Care Careers*. Jist Publishing, Latest edition.](#)

The Skill Video

11. For the skill video, the competitor digitally records the skill.
- The skill may last longer, however, **a recommended maximum of 4 minutes of the skill should be viewed by the judges.**
 - The judge(s) will use the rating sheet developed by the competitor to determine the overall skill performance.
 - The competitor can edit the skill down to 4 minutes or less if desired.
 - The skill presentation must be of a quality in sound and appearance that allows the judge to evaluate the competitor as he/she performs the skill.
 - The competitor must be seen in the video performing the actual skill.
 - There is no limit to the length of the skill, however, the amount of time for the judges to view the skill is limited. The competitor may show approximately four (4) minutes of the skill performance that he/she believes will best illustrate his/her competence to perform the skill. The competitor may use the fast forward or reverse functions when showing the skill.
 - NOTE: Points will not be subtracted if the skill performance exceeds four (4) minutes, however, competitors are encouraged to use their 6 minutes of presentation time wisely.
 - A link to this video demonstration must be uploaded to STEM Premier by May 15th (see below for instructions).

The Competitive Process

12. All competitors will report to the event site for the event orientation. Competitors will then report to the event site at their appointed time with:
- Portfolio
 - Two (2) copies of the career portfolio contents will be printed on 8 ½ x 11" white paper, with one staple at the top left corner of the page.
 - The print copies should NOT be in a portfolio, notebook or folder.
 - The print copies will be used by judges and retained by HOSA-Future Health Professionals. Copies will not be returned to the competitor.
 - A [photo ID](#) .

The Event Presentation

13. The event will be timed as follows:
- | | |
|--|-----------|
| ▪ Judges review and rate portfolio contents | 3 minutes |
| ▪ Competitor invited into room for presentation and skill review | 6 minutes |
| ▪ Competitor excused, judges complete rating sheet | 1 minute |

After the judges review the portfolio contents, the competitor will present to the judge(s) for a maximum of six (6) minutes. The presentation should include the following:

- Explanation of the career (job responsibilities, training, and employment opportunities)
- How the career was selected
- How the competitor's strengths and personal preferences relate to the chosen career
- How the career fits into the healthcare system.

During this time, the competitor will show part(s) of the skill demonstration and talk about the skill performance. The purpose of the presentation and skill review is to evaluate the competitor's knowledge and understanding of the skill and career, as it relates to the health system.

- a. For the skill video part of the presentation, the competitor will bring a tablet, portable DVD player or laptop computer. The skill can be pre-loaded. HOSA will NOT provide a TV, DVD, electrical power or connecting cables.
 - b. The competitor will show and describe selected parts of the skill. The skill may last longer, however, **a recommended maximum of 4 minutes of the skill should be viewed by the judges.** The competitor may talk during the skill or fast forward as desired. This process will allow the judges to rate the overall skill performance, and allow the competitor to explain his/her skill performance. Competitors should spend enough time on the skill to allow for fair judging, but not so much time that the skill evaluation detracts from the other components of the presentation to be judged.
 - c. The judge(s) will use the rating sheet developed by the competitor to determine the overall skill performance.
 - d. The timekeeper will announce the time when there is one (1) minute remaining in the presentation and skill review. The timekeeper will stop the presentation after six (6) minutes and the competitor will be excused.
 - e. After the competitor leaves, judges have one (1) minute to complete the rating sheet.
 - f. Use of index card notes during the interview are permitted. Electronic notecards (on a tablet, smart phone, laptop, etc...) are permitted, but may not be shown to judges (other than recorded skill video).
14. The portfolio must be submitted for judging in English.
 15. In the event of a tie, a tie-breaker will be determined by the areas on the rating sheet section(s) with the highest point value in descending order.
 16. By entering this event, the competitor grants permission for their video and portfolio contents to be used in HOSA publications and on the HOSA website.

Uploading to STEM Premier

The competitor must create a profile on STEM Premier, an online platform that showcases talent and skills and brings students, colleges, companies, and possibilities together.

Competitors will create their online profile by visiting – www.stempremier.com/hosa.

- a) The main purpose for the partnership with STEM Premier 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 HOSA, CANNOT access this information without explicit member permission.
- b) Competitors must create a profile and upload a .pdf of their portfolio and a link to their video demonstration to the **Clinical Specialty** competitive event opportunity on STEM Premier. Detailed instructions for doing this are in step g below or available at www.hosa.org/STEMPremier.
 - c) The size limit for any files uploaded to STEM Premier 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 STEM Premier is being used at the state level. If so, competitors should find out the deadlines for any regional or state conferences.
 2. The .pdf of the portfolio and a link to the video demonstration must be uploaded prior to the state published deadlines.
 3. States will verify the .pdf of the portfolio and link to a video demonstration 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 portfolio and link to a video demonstration must be uploaded to STEM Premier by May 15, 2019.
 2. HOSA-Future Health Professionals will verify the .pdf of the portfolio and link to a video demonstration has been uploaded prior to the International Leadership Conference.
 - f) Changing Content:
 1. If a competitor uploads the .pdf of the portfolio and link to a video demonstration for the regional and/or state level, it does not need to be resubmitted for ILC. Uploading the .pdf of the portfolio and link to a video demonstration ONCE is sufficient for all three levels of competition (regional, state, ILC).
 2. **However**, competitors ARE allowed to change the content of their .pdf of the portfolio and link to a video demonstration between conferences. IF such content changes are made, competitors should replace their original upload on STEM Premier with the most current version of their .pdf of the portfolio and link to a video demonstration.
 3. The .pdf of the portfolio and link to a video demonstration that is in STEM Premier on May 15, 2019 is considered final and may be used for judging at ILC 2019.
 - g) STEM Premier Instructions
 1. Join STEM Premier-
 - a. Go to www.stempremier.com/hosa.
 - b. Click the "Start Your Free Profile" button and create your account.
 - c. Add HOSA to your profile-
 - i. Click the white "Profile" tab at the top left of the screen.
 - ii. Click the blue "Edit Profile" button at the top right of the screen (underneath where your profile picture is located).
 - iii. Select "Associations" from the bar on the left side of the screen.
 - iv. Search for and add "HOSA-Future Health Professionals".
 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, 2019) to change any content and re-upload your submissions. The material in STEM Premier as of May 15, 2019 is considered final for ILC.
 - d. To edit your submission-
 - i. Click the profile picture on the top right of your screen in STEM Premier.
 - ii. Click “My Opportunities” and select your event.
 - iii. Follow the instructions for editing your submission.

Note to Competitors: The two (2) copies of the portfolio contents turned in during the event orientation at the International Leadership Conference will be used by the judges and **WILL NOT** be returned to the competitor. CHECK WITH YOUR STATE ADVISOR to determine the process used for state competition. You may be asked to make extra copies of your portfolio contents if you qualify for international competition.

Competitors Must Provide:

- Event guidelines (orientation)
- [Photo ID](#)
- Official HOSA portfolio or notebook from [Awards Unlimited](#) (NBK150, NBK 250, or PBK2002)
- Two (2) print-outs or photocopies of portfolio
- Tablet, portable DVD player, or laptop computer and recorded skilled performance (electricity is not provided)
- Watch with second hand (optional)
- Upload .pdf of portfolio and link to skill video to STEM Premier by deadline.

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

Required Personnel:

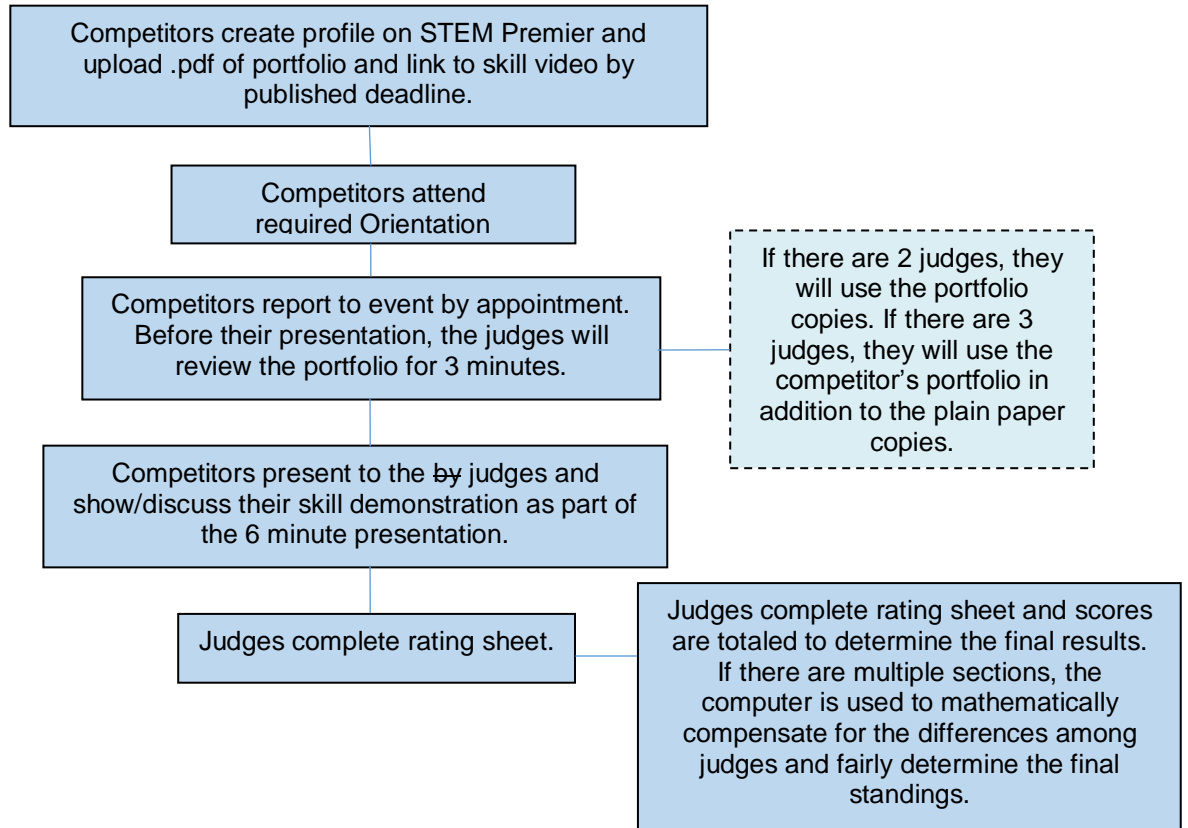
- One Event Manager
- One QA to provide quality assurance for the event by ensuring that the guidelines are followed and all event documents are complete.
- One Section Leader per section
- Two - three judges per section
- Event assistants as needed
- One timekeeper per section

Facilities, Equipment and Materials (Per Section):

- One room per section, each room with a conference table and chairs. (see [HOSA Room Set](#))
- List of competitors for check-in
- Stopwatch

- Flash card for 1 minute remaining
- Rating sheets – one per judge per competitor
- Evaluation forms – competitor, judge, and personnel
- #2 lead pencils (judges & evaluations)
- Expandable file folder or box (to collect portfolio copies-optional)
- List of competitors who have uploaded materials to STEM Premier by deadline
- Copy of guidelines for judges
- Hand sanitizer (alcohol based handrub)

Event Flow Chart



CLINICAL SPECIALTY CAREER SELECTION GUIDELINES

HOSA members may choose **ANY HEALTH CAREER** for this event. Competitors must be sure that the career chosen is a health or medical career. For example, careers such as firefighter, flight attendant and special education teacher are not classified as health careers.

The career must be one for which all components of the portfolio can be completed, to include but not limited to: the existence of a professional association, interview and work-based learning opportunity with someone in the chosen career, and career-related data and statistics.

Competitors should be sure to choose a specific “Health Career” and not an area of specialty. For example, “Medical Examiner” is a health career, “Forensics” is not. Sample health careers can be found online at the [National Consortium for Health Science Education](#) and [Explore Health Careers](#) websites.

SKILL SELECTION GUIDELINES

The career must be a health profession with at least one clinical skill that can be learned and demonstrated as part of the HOSA competitive event process. The skill may not duplicate a skill in an existing Health Professions or Emergency Preparedness event. The following skills are in other events and **NOT ALLOWED** for this event:

Skills in Biomedical Laboratory Science	
• Identification of laboratory equipment	• Infection control and transmission-based precautions
• Inoculate and streak an agar plate	• Using a microscope
• Preparing a Laboratory Solution	• Perform a gram stain
• ABO Grouping	
Skills in CERT Skills	
• Treating life-threatening conditions	• Triage
• Head-to-toe assessment	• Lifts and carries
• Splinting a Closed Fracture	
Skills in Clinical Nursing	
• Administer medication intramuscular	• Administer medication subcutaneous
• Measuring oxygen saturation	• Applying a Nasal Cannula or Oxygen Mask
• Urethral catheterization – Straight	• Discontinue a peripheral IV
Skills in CPR/First Aid and Life Support Skills	
• Severe Bleeding and Shock	• Broken Bone/Sprain and Splinting
• Severe Burns	• Heat-Related Emergency
• Choking	• Adult BLS/CPR
• Two-rescuer Adult BLS and AED	• Two Rescuer Adult BLS
• Infant CPR	
Skills in Dental Science	
• Preparing the dental treatment room, including anesthetic syringe	• Seating the dental patient
• Dismissing the dental patient	• Patient education: Brushing and flossing
• Pouring an Alginate Impression with Plaster – Single Pour	• Identify instruments
• Treating contaminated tray in the sterilization center	

Skills in EMT	
• Patient Assessment: Trauma and medical	• BVM Ventilation: Apneic Adult Patient
• Spinal immobilization: Seated and lying	• Long bone injury
• Joint injury	• Bleeding control/shock management
• Cardiac arrest management/AED	
Skills in Home Health Aide	
• Taking an adult tympanic temperature	• Taking an apical pulse
• Emptying a urinary drainage unit	• Applying clean dressing and ointment to broken skin
• Giving a back rub	• Caring for dentures
• Moving a client up in bed using a drawsheet	• Applying elasticized stockings
Skills in Medical Assisting	
• Perform a Telephone Screening	• Receive a New Patient and Create an Electronic Chart
• Obtain and Record a Patient Health History	• Measure Height and Weight
• Prepare/assist with a Routine Physical Exam	• Screen for Visual Acuity
• Test Urine with Reagent Strip	• Sterile Gloving
Skills in Nursing Assisting and Personal Care	
• Handwashing	• Make an occupied bed
• Make an unoccupied bed	• Position patient in bed
• Transfer patient from bed to chair/wheelchair	• Measure and record vital signs
	• Discharging patient
Skills in Pharmacy Science	
• Patient screening for pharmacist consult	• Verifying Rx Content & DEA #
• Withdrawing liquid from vial	• Identifying equipment
• Compounding an oral suspension	• Aseptic Garbing, Hand Washing, and Gloving
• Filling a Prescription	
Skills in Physical Therapy	
• Ambulating with a transfer (gait) belt	• Ambulating with a walker
• Ambulating with a cane	• Range of motion
• Ambulating with crutches	• Ice pack application
Skills in Sports Medicine	
• Flexibility Exercises	
• Assess ROM and strength testing of shoulder	• Assess ROM and strength testing of ankle and foot
• Basic ankle taping	• Arch taping
• Elbow taping	• Thumb taping
Skills in Veterinary Science	
• Preparation of the operative site	• Lifting and restraining a dog
• Identify 15 instruments	• Simple fecal floatation
• Restraining a cat for Jugular Venipuncture	• Apply/remove gauze restraint muzzle
• Identification of companion animal breeds	

Clinical Specialty SKILL CHECKLIST TEMPLATE

Competitor #: _____ Judge's Signature: _____

Reference*: Title _____
 Author _____
 Copyright _____ Page numbers _____

Skill _____	JUDGE USE ONLY: Comments
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
Etc.	

** The skill performed must come from a verifiable text resource and must follow the steps in the resource. A teacher, health professional, or parent cannot serve as the skill resource.*

***This template can be adapted by the competitor to create a skill checklist, but it must be typed.*

Clinical Specialty JUDGE'S RATING SHEET

Section _____

Level: _____ SS _____ PS/C

Competitor # _____

Judge's Signature _____

Items Evaluated		Points Possible Superior.....Poor						Points Awarded	
No partial points are given in Section A. All five items <u>must</u> be completed to receive 45 points. If any portion is missing, Section A is scored a 0.									
A - Points for Following Guidelines	<input type="checkbox"/> The skill does NOT duplicate any skill in an existing Health Professions or Emergency Preparedness event	45							0
	<input type="checkbox"/> Pdf of portfolio and link to skill video uploaded to STEM Premier <i>by the published deadline.</i>								
	<input type="checkbox"/> Portfolio does not exceed 9 single-sided pages, word processed, and submitted in English								
	<input type="checkbox"/> Official HOSA Portfolio used, and two copies submitted.								
	<input type="checkbox"/> Sheet protectors and page dividers are NOT used								
B - Portfolio	Title Page (Page 1) includes event name, career title, division, competitor's name, school and state– neatly formatted and error free	5	4	3	2	1	0		
	Career Summary Content (Page 2)	10	8	6	4	2	0		
	Education, Training, Professional Association and Career Data Content (Page 3)	10	8	6	4	2	0		
	Interview with Professional Content (Page 4)	10	8	6	4	2	0		
	Work-based Learning Summary and Outcomes Content (Page 5)	10	8	6	4	2	0		
	Professional Verification Content (Page 6) Must be signed by professional.	5	4	3	2	1	0		
	Skill Checklist (Page 7-8) Skill checklist may be up to two pages	10	8	6	4	2	0		
Reference Page (page 8 or 9) included	5	4	3	2	1	0			
C - Presentation	Understanding of the career (job responsibilities, training, employment opportunities)	10	8	6	4	2	0		
	Ability to relate personal strengths and preferences to the career.	5	4	3	2	1	0		
	Ability to articulate how the career fits into the healthcare system	5	4	3	2	1	0		
	Poise and speaking skills	5	4	3	2	1	0		
D - Skill Performance Video	<i>Judges will use the competitor-prepared skill checklist when evaluating the skill performance to gain an overall opinion of the skill level of the competitor in the demonstration of the skill. The competitor must be seen in the video to receive ANY points on this item.</i>	10	8	6	4	2	0		
	ALL PAGES neat, formatted correctly, and error free	5	4	3	2	1	0		
TOTAL POINTS		150						0	