



Health Career Photography

New for 2017-2018

The rating sheets have been updated. Round 1 will evaluate the photos and Round 2 will evaluate the presentation. Scores from Round One will be added to Round Two to determine the final results. Portfolio items have been reorganized. STEM Premier process has been updated.

Note On October 24, 2017 an update was made to these guidelines and they were reposted online. The use of an official HOSA notebook or portfolio is required and this is now reflected in the round one rating sheet, section A, found on page 7. The changes are in red font color. At ILC 2018 this updated rating sheet will be used. Check with your State Advisor to determine which rating sheet will apply at any regional or state conferences.*

- Purpose** To encourage HOSA members to analyze different health careers through the use of digital photography, and to use technology in editing and presenting digital pictures.
- Description** In this event, competitors will use digital photography to illustrate various health professions. Competitors will photograph three different health professionals performing an aspect of their job, edit the photos using computer software technology as needed, provide a written description of the career and then may present their three printed pictures to a panel of judges.
- Dress** Competitors must be in 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 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 \(GRR\).”](#)
- The Photos**
3. **SUBJECT OF PHOTO:** The main subject of each photo should be a health professional in action. For a sample list of health careers, visit the [National Consortium for Health Science Education](#) and [Explore Health Careers](#) websites. The health professional needs to be visible and identifiable in the photo and the photos should portray something about the profession or the skills of the professional. By looking at the photo, an observer should be able to clearly tell which health profession is being portrayed. Photos of only medical “procedures” or “body parts” with no supporting career reference, and photos including the competitor DO NOT meet the guideline requirements. All photos must be [HIPAA compliant](#).
 4. The selection of the three (3) health professionals to be photographed is at the discretion of the competitor. The pictures must be of three *different* health professionals in three *different* career pathways/clusters (ie, nursing/emergency services/physical therapy instead of dentist/dental technician/dental lab tech). The selected professionals must be willing to share information about their career with the competitor.

5. Competitors may use software to edit and enhance the digital photographs. Editing and cropping of the pictures is permitted, but adding graphics, backgrounds, photo collages, and other elements to the photo is not permitted.

6. The competitor must print the three photos on photo paper and submit the photos as follows:
 - a. The items below will be contained in one of three **official HOSA portfolio or notebooks from Awards Unlimited** (NBK150, NBK 250, or PBK2002). *For the 2017-2018 membership year, portfolios and notebooks with the old or new HOSA logo will both be accepted.* The official HOSA portfolio will be returned to the competitor, but its contents become the property of HOSA-Future Health Professionals.
 - b. ONLY photos should be contained in a clear page (sheet) protector. *Photos must be original work and can only be submitted during the current academic year.*
 - c. Page 1 - A cover sheet (a plain, white 8 ½ x 11 sheet of paper) must include the event name, competitor's name, HOSA division, chapter, school and state.
 - d. Page 2 – Photo #1. Photo must be 8" X 10". Competitors may write the photo number (#1) in the corner of the photo and/or label the front of the sheet protector.
 - e. Page 3 – Photo #1 Narrative Description. One-page typed, narrative description about the professional in the photo, career pathway/cluster involved, and labeled with the competitor's name, photo number, division, chapter, and state.
 - f. Page 4-5 – Photo #1 Permission Forms. The permission forms found at the end of these guidelines need to be included specific to photo #1. A facility permission form AND a patient/subject permission form must be included behind each photo's narrative description. If photos are taken in same facility, copies should be placed behind each photo narrative.
 - g. Pages 6-9 - Photo #2, Narrative & Permission forms (or copies), following rules d-f above.
 - h. Pages 10-13 – Photo #3, Narrative & Permission forms (or copies), following rules d-f above.
 - i. Teams are encouraged to retain all original documents, and submit copies for state and international competition. At each level of competition, you must follow the guidelines and turn in the materials indicated. They will NOT be mailed from State to International competition.
 - j. The portfolio must be submitted in English for judging.

The Competitive Process

7. All competitors shall report to the site of the event at the start time. The portfolio will be placed on tables in the event room. Competitors will then leave the event room. During Round One, the portfolios will be left in the event room and viewed by the judges.

8. **ROUND ONE DESCRIPTION:** Round one will be a preliminary round and will not be attended by competitors. Judges will view the three (3) photos by each competitor and will use the Round One rating sheet to judge each competitor submission.

9. The top secondary and postsecondary/collegiate competitors from Round One will advance to Round Two, the full presentation. Number of advancing competitors will be determined by criteria met in Round One and space available for Round Two.

10. FULL PRESENTATION DESCRIPTION: Competitors shall report to the site of the event at the pre-assigned appointment time.
 - a. The competitor will present each photo to the judges.
 - b. Photos should be numbered 1, 2 and 3, as described in #6 above and presented in that order.
 - c. The competitor will have a maximum of three (3) minutes (approximately one minute per photo) to present the picture, describe the profession, explain what is happening in the picture and how the career fits into the healthcare system.
 - d. The competitor is not permitted to use written notes during the presentation.
 - e. The timekeeper shall present a flash card advising the competitor when there is one (1) minute remaining.
 - f. The competitor will be stopped at the end of the three (3) minutes.
11. Following the description of the photos by the competitor, the competitor will be excused. Judges will have an additional three (3) minutes to complete the rating sheet.
12. Scores from Round One will be added to Round Two to determine the final results.
13. The photos will be displayed for all conference attendees during a scheduled Project Display Time. **Attendance by competitors is required.**
14. The three photos and written descriptions used in this event will be the property of HOSA-Future Health Professionals and will NOT be returned to the competitor after the event. The portfolio WILL be returned to the competitor after the display time or the presentation.
15. In the event of a tie in round one, a tie- breaker will be determined by the highest score on items listed, in order, on the rating sheet. In the event of a tie in round two, 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 and subject(s) grant permission for his/her photography and image to be used on the HOSA website and in HOSA publications.
17. For states that do not have a Round 1 and Round 2, they have the option of judging both the photos and the presentation with the same set of judges OR they may have different judges for each item and add the scores together; whichever is fastest and most convenient to them.

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 .jpg (or JPEG) of each photo to the **Health Career Photography** 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 .jpg of each photo must be uploaded prior to the state published deadlines.
 3. States will verify the .jpg of each photo has been uploaded prior to any regional or state conferences.
- e) ILC Process:
 1. For those who advance to the ILC, the .jpg of each photo must be uploaded to STEM Premier by May 15, 2018.
 2. HOSA-Future Health Professionals will verify the .jpg of each photo has been uploaded prior to the International Leadership Conference.
- f) Changing Content:
 1. If a competitor uploads the .jpg of each photo for the regional and/or state level, it does not need to be resubmitted for ILC. Uploading the .jpg of each photo ONCE is sufficient for all three levels of competition (regional, state, ILC).
 2. **However**, competitors ARE allowed to change the content of their .jpg of each photo between conferences. IF such content changes are made, competitors should replace their original upload on STEM Premier with the most current version of their .jpg of each photo.
 3. The .jpg of each photo that is in STEM Premier on May 15, 2018 is considered final and may be used for judging at ILC 2018.
- 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, 2018) to change any content and re-upload your submissions. The material in STEM Premier as of May 15, 2018 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.

Competitor Must Provide

- A .jpg copy of each photo uploaded to STEM Premier by deadline.
- Event guidelines (orientation)
- Three photos each in a clear sheet protector with typed description, and completed permission forms.
- Official HOSA portfolio or notebook from [Awards Unlimited](#) (NBK150, NBK 250, or PBK2002) with cover page.
- Watch with second hand (optional)
- #2 pencil for evaluation

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
- One-two event assistants per section

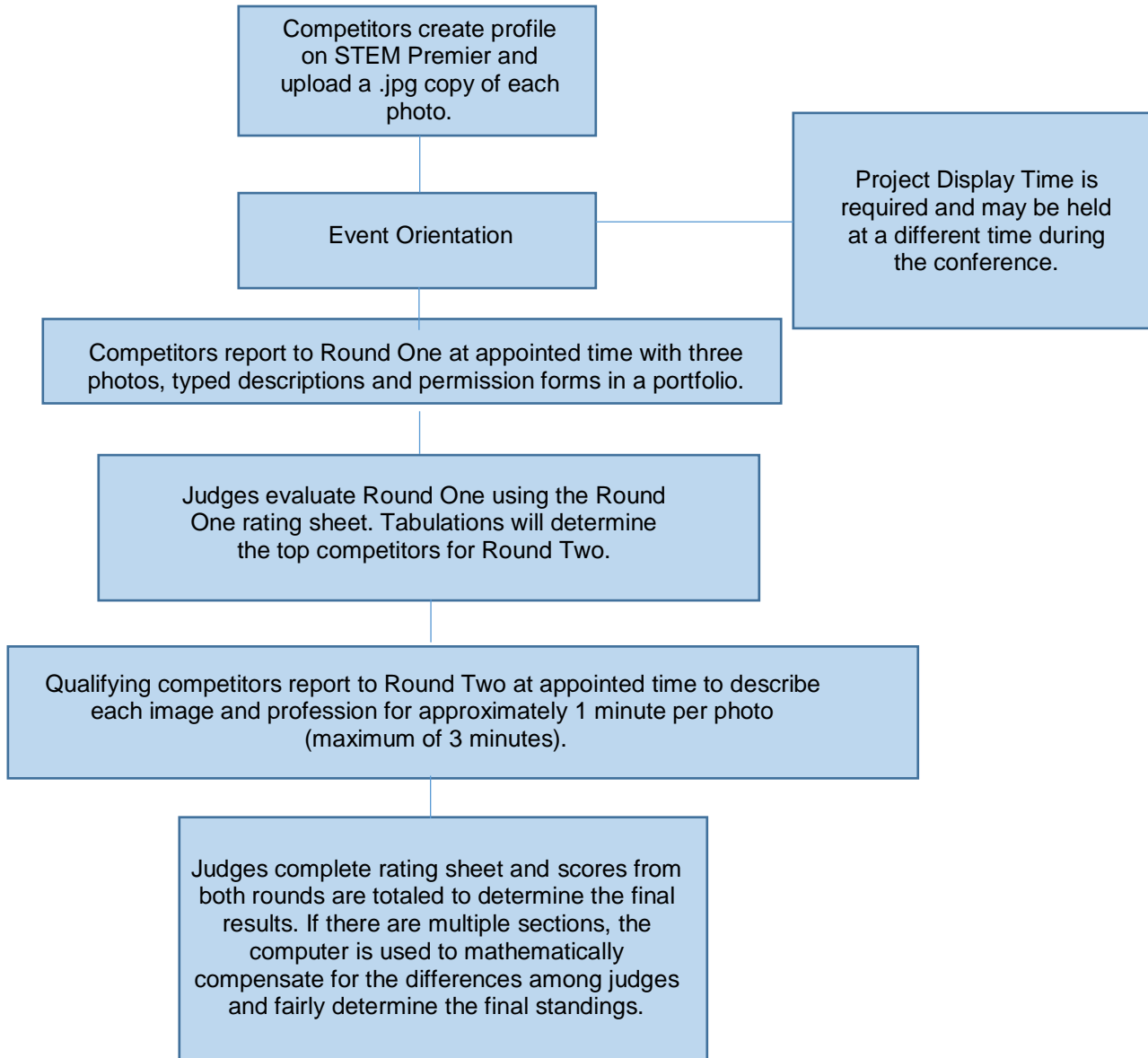
Facilities, Equipment and Materials (Per Section)

- One room with enough tables for portfolio setup (setup, photo display, and judging MAY BE all in the same room)
- Table/chairs for event personnel to provide for registration, materials distribution
- Competitor list by alpha/section for EM, QA, Timekeepers, & Section Leaders
- Index cards with section information
- Stopwatch or timer
- Rating sheets (both rounds) – one per judge per competitor
- Evaluation Forms – competitor, judge, and personnel
- #2 lead pencils with eraser to complete evaluations
- Flash card for 1 minute remaining
- Expandable file folder or box to collect photos
- Clipboards for judges (optional)
- Copy of guidelines for judges
- List of competitors who have uploaded materials to STEM Premier by deadline.

IMPORTANT REMINDER

STATE COMPETITION: CHECK WITH YOUR STATE ADVISOR to determine the process used for state competition. You will likely be asked to make extra copies of your photos and written descriptions if you qualify for international competition. Your pictures and documentation WILL NOT be mailed to HOSA-Future Health Professionals from your state office.

Event Flow Chart



HEALTH CAREER PHOTOGRAPHY JUDGES ROUND 1 RATING SHEET – THE PHOTOS

Section _____

Division: _____ SS _____ PS/C

Competitor # _____

Judge's Signature: _____

| | Items Evaluated | Points Possible | | | | | | Points Awarded |
|---|--|-----------------|-------|------|---|---|---|----------------|
| | | Superior | ----- | Poor | | | | |
| <p>No partial points are given in Section A. All eight items must be completed to receive 45 points. If any portion is missing, Section A is scored a 0.</p> | | | | | | | | |
| A. | <p>POINTS FOR FOLLOWING GUIDELINES:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Official HOSA notebook or portfolio used <input type="checkbox"/> Photos DO NOT include graphics, backgrounds, or other elements added to them in accordance with rule #5. <input type="checkbox"/> Photos are of three <i>different</i> health professionals in three <i>different</i> health career pathways/clusters. <input type="checkbox"/> A .jpg copy of EACH photo was uploaded to STEM Premier by the published deadline. <input type="checkbox"/> Photos are numbered 1-3 and placed in a sheet protector. <input type="checkbox"/> Narrative description (one page only) is included after each photo. <input type="checkbox"/> Permission forms for facility/subject are included after each narrative. <input type="checkbox"/> Cover sheet contains competitor's name, division, chapter and state. | 45 | | | 0 | | | |
| PHOTO #1 | | | | | | | | |
| | A. Has a clear center of interest, a clearly defined subject (health professional) performing an aspect of their job. The health professional is clearly visible and identifiable in the photo. | 10 | 4 | 3 | 2 | 1 | 0 | |
| | B. Proper exposure (colors, brightness and lighting) and focus. | 5 | 4 | 3 | 2 | 1 | 0 | |
| | C. Photo is an action shot that is interesting and tells a story. It is NOT merely a "procedure" or "body part" – the health profession is clearly depicted. | 5 | 4 | 3 | 2 | 1 | 0 | |
| | D. Originality, creativity and emotion – there is something unique about the photo that makes it memorable. | 10 | 4 | 3 | 2 | 1 | 0 | |
| | E. Narrative Description –strong; contains few, if any, errors in grammar or spelling. | 5 | 4 | 3 | 2 | 1 | 0 | |

| PHOTO #2 | | | | | | | | |
|---------------------|---|------------|-------|---|---|---|----------|--|
| | A. Has a clear center of interest, a clearly defined subject (health professional) performing an aspect of their job. The health professional is clearly visible and identifiable in the photo. | 10 | 4 | 3 | 2 | 1 | 0 | |
| | B. Proper exposure (colors, brightness and lighting) and focus. | 5 | 4 | 3 | 2 | 1 | 0 | |
| | C. Photo is an action shot that is interesting and tells a story. It is NOT merely a "procedure" or "body part" – the health profession is clearly depicted. | 5 | 4 | 3 | 2 | 1 | 0 | |
| | D. Originality, creativity and emotion – there is something unique about the photo that makes it memorable. | 10 | 4 | 3 | 2 | 1 | 0 | |
| | E. Narrative Description –strong; contains few, if any, errors in grammar or spelling. | 5 | 4 | 3 | 2 | 1 | 0 | |
| PHOTO #3 | | | | | | | | |
| | A. Has a clear center of interest, a clearly defined subject (health professional) performing an aspect of their job. The health professional is clearly visible and identifiable in the photo. | 10 | 4 | 3 | 2 | 1 | 0 | |
| | B. Proper exposure (colors, brightness and lighting) and focus. | 5 | 4 | 3 | 2 | 1 | 0 | |
| | C. Photo is an action shot that is interesting and tells a story. It is NOT merely a "procedure" or "body part" – the health profession is clearly depicted. | 5 | 4 | 3 | 2 | 1 | 0 | |
| | D. Originality, creativity and emotion – there is something unique about the photo that makes it memorable. | 10 | 4 | 3 | 2 | 1 | 0 | |
| | E. Narrative Description –strong; contains few, if any, errors in grammar or spelling. | 5 | 4 | 3 | 2 | 1 | 0 | |
| TOTAL POINTS | | 150 | ----- | | | | 0 | |

HEALTH CAREER PHOTOGRAPHY

JUDGES ROUND 2 RATING SHEET – THE PRESENTATION

Section _____

Division: _____ SS _____ PS/C

Competitor # _____

Judge's Signature: _____

| Items Evaluated | Points Possible | | | | | | Points Awarded |
|--|--------------------|----|---|---|---|---|----------------|
| | Superior-----Poor | | | | | | |
| No partial points are given in Section A. Both items <u>must</u> be completed to receive 30 points. If any portion is missing, Section A is scored a 0. | | | | | | | |
| A - POINTS FOR FOLLOWING GUIDELINES | | | | | | | |
| <input type="checkbox"/> Competitor participated in required Display Time | 30 | | | | | 0 | |
| B. Photo #1 | | | | | | | |
| 1. Oral Description demonstrates a clear understanding of the profession depicted in the photo. | 5 | 4 | 3 | 2 | 1 | 0 | |
| 2. Oral Description demonstrates a clear understanding of the story illustrated by the photo. | 5 | 4 | 3 | 2 | 1 | 0 | |
| 3. Articulates how the career fits into the healthcare system. | 5 | 4 | 3 | 2 | 1 | 0 | |
| C. Photo #2 | | | | | | | |
| 1. Oral Description demonstrates a clear understanding of the profession depicted in the photo. | 5 | 4 | 3 | 2 | 1 | 0 | |
| 2. Oral Description demonstrates a clear understanding of the story illustrated by the photo. | 5 | 4 | 3 | 2 | 1 | 0 | |
| 3. Articulates how the career fits into the healthcare system. | 5 | 4 | 3 | 2 | 1 | 0 | |
| D. Photo #3 | | | | | | | |
| 1. Oral Description demonstrates a clear understanding of the profession depicted in the photo. | 5 | 4 | 3 | 2 | 1 | 0 | |
| 2. Oral Description demonstrates a clear understanding of the story illustrated by the photo. | 5 | 4 | 3 | 2 | 1 | 0 | |
| 3. Articulates how the career fits into the healthcare system. | 5 | 4 | 3 | 2 | 1 | 0 | |
| E. Oral Presentation Throughout: | | | | | | | |
| 1. Voice (pitch, tempo, volume, quality). | 5 | 4 | 3 | 2 | 1 | 0 | |
| 2. Stage Presence - (Appearance, poise, posture, eye contact, enthusiasm). | 15 | 12 | 9 | 6 | 3 | 0 | |
| 3. Diction* and Pronunciation**. | 5 | 4 | 3 | 2 | 1 | 0 | |
| TOTAL POINTS | 100 ----- 0 | | | | | | |

* Definition of Diction – Choice of words especially with regard to correctness, clearness, and effectiveness.

** Definition of Pronunciation – Act or manner of uttering officially

HEALTH CAREER PHOTOGRAPHY PERMISSION FORMS

Instructions

The facility and subject permission forms should be included in the photo notebook/portfolio as described in step #6 of these guidelines. A separate facility permission form should be included for each photo. If there is more than one subject in a photo, each subject needs to sign the permission form on page 11 of these guidelines. These forms should follow each photo narrative.

Before taking any photos, the competitor should contact the communications and marketing department of the facility in which they plan to take the photo(s). The competitor should seek permission to take photographs at the facility, explaining the purpose and showing the Health Career Photography event guidelines. Some facilities may require the HOSA member to complete their own permission form, which will remain with the facility, but a copy should be obtained and submitted with HOSA event documents. If photos taken in same facility, original should be placed behind 1st photo used, with copy of form placed behind additional photos.

Once permission has been granted by the facility, competitors must then obtain permission from all people (subjects) visible in the photo, in accordance with HIPAA.

Pages 10-11 of these guidelines contain the permission forms for the facility and the patient/subject(s).

HEALTH CAREER PHOTOGRAPHY - PERMISSION FORMS

Photo #(s) _____ **Competitor Name** _____

If multiple facilities are used for the three photos, each facility needs a permission form completed.

Facility Photo Permission Form

Facility Name: _____

Facility Address: _____

Date(s) Photos Were Taken at the Facility: _____

Did this facility have their own permission forms they required the competitor to complete:

YES or NO? (*circle one*) If yes, attach a copy of that permission form to this page.

Name of Authorized Representative from Facility, stating permission was granted for the competitor to take photos at the facility:

Name (please print): _____

Title: _____

Signature of Authorized Facility representative: _____

Date signed: _____

HEALTH CAREER PHOTOGRAPHY - PERMISSION FORMS

Patient/Subject Photo Release Form

Each photo, and each patient/subject needs a permission form completed.

Photo # _____ **Competitor Name** _____

I understand that, under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), I have certain rights to privacy regarding my protected health information. I have received, read, and understand your Notice of Privacy Practices containing a more complete description of the uses and disclosures of my health information.

I hereby authorize HOSA-Future Health Professionals and those acting pursuant to its authority to:

- (a) Record my likeness and voice on a video, audio, photographic, digital, electronic or any other medium.
- (b) Use my name in connection with these recordings.
- (c) Use, reproduce, exhibit or distribute in any medium (e.g. print publications, video tapes, CD - ROM, Internet/www) these recordings for any purpose that HOSA-Future Health Professionals, and those acting pursuant to its authority, deem appropriate, including promotional or advertising efforts.

I will allow these photos to be shared with other professionals and patients strictly in an educational setting. HOSA-Future Health Professionals will have permission to use these photos in the manner described above unless I request it to no longer use them. I waive any right that I may have to inspect and approve the finished product that may be used or the use to which it may be applied now and/or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the image or product.

A written request form is available to do so. I understand that by allowing HOSA-Future Health Professionals to use my photos, they are able to share "before and after" images to educate and explain procedures, possible results of the treatment, and career information. I understand that I have the option to decline this request, and am not obligated in any way to provide permission to use these photos.

I will allow HOSA-Future Health Professionals to share my digital patient photos with other professionals and students in an educational setting. I release and agree to hold harmless HOSA-Future Health Professionals and those acting pursuant to its authority from liability for any violation of any personal or proprietary right I may have in connection with such use. I understand that all such recordings, in whatever medium, shall remain the property of HOSA-Future Health Professionals. I have read and fully understand the terms of this release.

Please check one option below:

- _____ Full Photo Series
- _____ Close up photos only (no full face)

Subject Name: _____ Date: _____

Signature: _____