



MRC Partnership

New for 2018-2019

At ILC, [photo ID](#) must be presented prior to competing. *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 The purpose of this event is to initiate and/or grow a partnership between HOSA and a local Medical Reserve Corps unit.

Description The MRC Partnership event is a team event (2-6 competitors) designed to encourage HOSA chapters to initiate and maintain a partnership with their local/state [Medical Reserve Corps](#) units. Through active engagement with the MRC, HOSA chapters and competitive events teams will be involved in their community and demonstrate the spirit and mission of the MRC and HOSA partnership.

The Civilian Volunteer Medical Reserve Corps (MRC) is a national network of over 200,000 volunteers, organized in almost 1,000 local community-based groups and committed to strengthening public health, reducing vulnerabilities, improving local preparedness, response and recovery capabilities, and building community resilience.

The HOSA competitive events teams will actively engage with the Medical Reserve Corps by participating in activities that improve public health, increase emergency response capabilities and strengthen the resiliency of their communities while demonstrating an impact on their local community. The active engagement will typically involve the HOSA team working directly (and often side-by-side) with MRC volunteers, though on occasion it may consist of working on activities under the direction or guidance of the MRC unit leader.

Dress Code Competitors must be in official HOSA uniform or in proper business attire. Bonus points will be awarded for [proper dress](#). All team members must be properly dressed to receive bonus points.

- Rules and Procedures**
1. Competitors in this event must be active members of HOSA-Future Health Professionals and 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 Recommended Reading for this event includes:
 - MRC Website: <https://mrc.hhs.gov/pageViewFldr/About>
 - Youth Engagement Toolkit (HOSA Website): <http://hosa.org/node/154>
 - National Health Security Strategy: <http://www.phe.gov/Preparedness/planning/authority/nhss/Pages/default.aspx>
 - National Prevention Strategy: <http://www.surgeongeneral.gov/priorities/prevention/strategy/>
 - Disaster Risk Reduction: <http://www.unisdr.org/who-we-are/what-is-drr>

- National Strategy for Youth Preparedness Education (FEMA):
<https://www.fema.gov/media-library/assets/documents/96107>
4. This event will promote partnership activities between HOSA and the Medical Reserve Corps that demonstrate an impact on their local community. Partnership activities should be reported in the portfolio by impact category (pages 7-16 of portfolio):
 - a. Strengthen public health
 - b. Serve a vulnerable population
 - c. Support a non-emergency community event
 - d. Develop or strengthen the HOSA/MRC partnership
 - e. Improve community preparedness or resilience
 - f. Train or exercise to improve community response capability
 - g. Support an emergency response
 5. A team of 2-6 HOSA members will participate in and register for the event, however all chapter members may participate in the partnership activities.
 6. All HOSA chapter activities planned and implemented for this event **MUST** be done in partnership with the Medical Reserve Corps. (If there is no local unit, contact HOSA-Future Health Professionals for the process involved in setting up a MRC unit.) There is no exception for activities to be eligible. A partnership with MRC outside the classroom must be in place for activities to be accepted.

For each partnership activity in the competitive portfolio, a description of how the HOSA chapter interacted with their local MRC in preparation and planning for the activity is included as well as a description of the interaction between the MRC unit and HOSA.

Examples include but not limited to:

- The MRC unit leader provided guidance and direction on the activity.
- The MRC volunteers and HOSA members worked alongside each other at the activity.
- MRC provided mentoring or shadowing opportunities for HOSA members.

7. **Sample** HOSA chapter activities that support this partnership include, but are not limited to:
 - A. Activity: Distributed 72-hour emergency kit supply lists at a local store during peak back-to-school supply shopping.
Impact: Improved community preparedness or resilience
HOSA/MRC Partnership Interaction/Description: HOSA team members met with MRC unit leader who provided guidance on 72-hour kit contents needed specifically for our communities' hazards.
 - B. Activity: Shadowing/Mentoring Program
Impact: Developed or strengthened HOSA/MRC partnership
HOSA/MRC Partnership Interaction/Description: HOSA students were paired with MRC volunteers in the student's area of interest for a shadowing and mentoring experience.
 - C. Activity: Mock-disaster victims for school bus crash scenario
Impact: Trained or exercised to improve community response capability
HOSA/MRC Partnership Interaction/Description: MRC unit leader invited HOSA members to participate in a mock disaster drill where students were moulaged and played the roles of victims injured in a school bus crash.

8. Timeline for Activities - The chapter's MRC activities must be conducted within a one-year span. To qualify, the documented project covers only activities conducted from the last day of the International Leadership Conference until May 15, 2019.
9. **Validation Process:** Teams MUST have the MRC unit leader and HOSA chapter representative sign a Partnership Verification Form to be submitted via STEM Premier and included in the team portfolio. This form will outline the partnership agreement between the MRC unit and the HOSA chapter participating in this event. It will be signed by the MRC leader following their review of the finalized portfolio, before the regional, state, and international conferences, as applicable. (Partnership Verification Form included at the end of these guidelines).
10. **Competitive Event Process:**
 - a. **Step 1:** Review Recommended Readings
 - b. **Step 2:** Discuss engagement with local MRC unit
 - Path A: Membership in local MRC unit
 - Path B: Partnership with local MRC unit
 - c. **Step 3:** Complete Partnership Verification Form & Partnership Logistics Document
 - d. **Step 4:** Begin partnership activities and demonstrate impact. Take photographs at events.
 - e. **Step 5:** Track activities, and prepare descriptions for portfolio.
 - f. **Step 6:** At the conclusion of the project, MRC Unit Leader should review the completed portfolio and sign the Partnership Verification Form again indicating they have reviewed the portfolio.
 - g. **Step 7:** Each member of the team creates a profile on STEM Premier and uploads a .pdf of the portfolio AND a .pdf of the signed Partnership Verification Form.

The Portfolio – Documentation of Project

11. The team's portfolio to be used during the 5-minute interview with the judges and will be contained in an **official HOSA portfolio from [Awards Unlimited](#)** (NBK150, NBK 250, or PBK2002). For the 2018-2019 membership year portfolios and notebooks with the old or new HOSA logo will both be accepted. The portfolio is limited to a maximum of sixteen (16) numbered single-sided pages and will contain the following:
 - A. **Page 1:** Title page (maximum of one page) that includes the event name, MRC chapter leadership, HOSA chapter and division, school, advisor, team members, and school address and contact information.
 - B. **Pages 2 - 4:** HOSA/MRC Partnership Verification Form (1 page) and Partnership Logistics Document (maximum of 2 pages). Signed by MRC leader at the beginning of the partnership and again following review of the finalized portfolio. The MRC leader's full mailing address is required.
 - D. **Pages 5 - 6:** A description (maximum of 2 pages) of the HOSA/MRC partnership and the level, quality, and quantity of interactions during the partnership.
 - E. **Pages 7- 16:** A summary (maximum of 10 pages) of partnership activities with brief narrative that identifies the following:
 1. Activity description
 2. Impact category (as outlined in item #4 above)
 3. HOSA/MRC Partnership description

- F. The Summary Section (pages 7-16) may include:
 - 1. Publicity regarding the partnership. The date of the publicity must be shown with a copy of the article, radio or TV spot and the program script.
 - 2. Programs, photographs or other verification of partnership activities should be included and dated.
 - 3. The team may include items they developed to support their project such as pamphlets or brochures. If these are included, they must be placed in a binder pocket. This pocket counts as one page, and may contain up to three (3) items of the team's choosing and should be at the back of the summary section. (Binder pockets are more durable than sheet protectors; an example from Staples may be found at this link: https://www.staples.com/Staples-Binder-Pockets/product_SS949677)
- G. Sheet protectors, lamination and page dividers may NOT be used.
- H. Portfolio pages will be evaluated up to and including the maximum pages per section. Pages above the maximum allowance will not be evaluated and no points will be given for information in excess pages.

The Competitive Process

- 12. Teams must bring and turn in their original portfolio AND two (2) copies of the portfolio pages printed on 8 ½ x 11 white paper, stapled at the top left corner, to orientation.
 - a. The team's original portfolio will be used by the team during their prepared remarks and questioning by the judges.
 - b. The white paper copies will be HOSA's copies of the portfolio contents and will NOT be returned to the competitors.
 - c. The white paper copies should NOT be contained in a portfolio, folder, or notebook of any kind.
 - d. The judges will use the copies of the portfolio to complete the judging process after the interview.
 - e. Props, costumes and other items are not permitted.
 - f. An electronic copy (pdf format) of the portfolio must be uploaded to STEM Premier, to be shared with the national program office of the Medical Reserve Corps.
 - g. At ILC, [photo ID](#) must be presented prior to competing.
- 13. **Interview by Competitors** – Competitors will report to the event site at their appointed time for a five (5) minute interview with judges.
 - A. The total interview is to be no more than five (5) minutes. The first three (3) minutes will be reserved for prepared remarks by team members. The timekeeper will present a flash card advising the competitors and judges of the time remaining at one (1) minute. Following the prepared remarks, two (2) minutes will be provided for judges to ask questions. The timekeeper will stop the interview at five (5) minutes.
 - B. 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.

- C. Teams will be seated across from the judges and can use a copy of their portfolio during their five (5) minute interview. All team members must take an active role in the presentation.
 - D. **The purpose of the interview is to communicate information about the partnership activities to the judges. The first three (3) minutes of the interview MUST include:**
 - 1. a brief description of the activities used to promote the partnership;
 - 2. the accomplishment of goals and objectives of the partnership; and
 - 3. the impact of the partnership and activities.
 - E. Judges may ask questions to seek clarification during the last two (2) minutes of the interview.
- 14. Immediately following the interview, competitors will be excused and judges will have three (3) minutes to complete the rating sheet. Official portfolio will then be returned to the competitors, but the copies will become the property of HOSA-Future Health Professionals.
 - 15. The portfolio must be submitted in English for judging.
 - 16. 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.
 - 17. By entering this event, the competitors grant permission for their 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 the portfolio AND a .pdf of the signed Partnership Verification Form to the MRC Partnership 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 .pdf of the signed Partnership Verification Form must be uploaded prior to the state published deadlines.
 - 3. States will verify the .pdf of the portfolio AND a .pdf of the signed Partnership Verification Form have 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 a .pdf of the signed Partnership Verification Form must be uploaded to STEM Premier by May 15, 2019.
 2. HOSA-Future Health Professionals will verify the .pdf of the portfolio AND a .pdf of the signed Partnership Verification Form has been uploaded prior to the International Leadership Conference.
- f) Changing Content:
 1. If a competitor uploads the .pdf of the portfolio AND a .pdf of the signed Partnership Verification Form for the regional and/or state level, it does not need to be resubmitted for ILC. Uploading the .pdf of the portfolio AND a .pdf of the signed Partnership Verification Form 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 a .pdf of the signed Partnership Verification Form 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 a .pdf of the signed Partnership Verification Form.
 3. The .pdf of the portfolio AND a .pdf of the signed Partnership Verification Form 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.

Competitors Must Provide:

- Event guidelines – one per team (orientation)
- Portfolio in official HOSA portfolio from [Awards Unlimited](#) (NBK150, NBK 250, or PBK2002)
- Two (2) plain paper copies of the portfolio to turn in at the appointment time
- Watch with second hand (optional)
- Index cards or electronic notecards (optional)
- EACH team member uploads .pdf of portfolio and Partnership Verification Form to STEM Premier by deadline
- #2 lead pencils with eraser to complete evaluations
- [Photo ID](#)

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

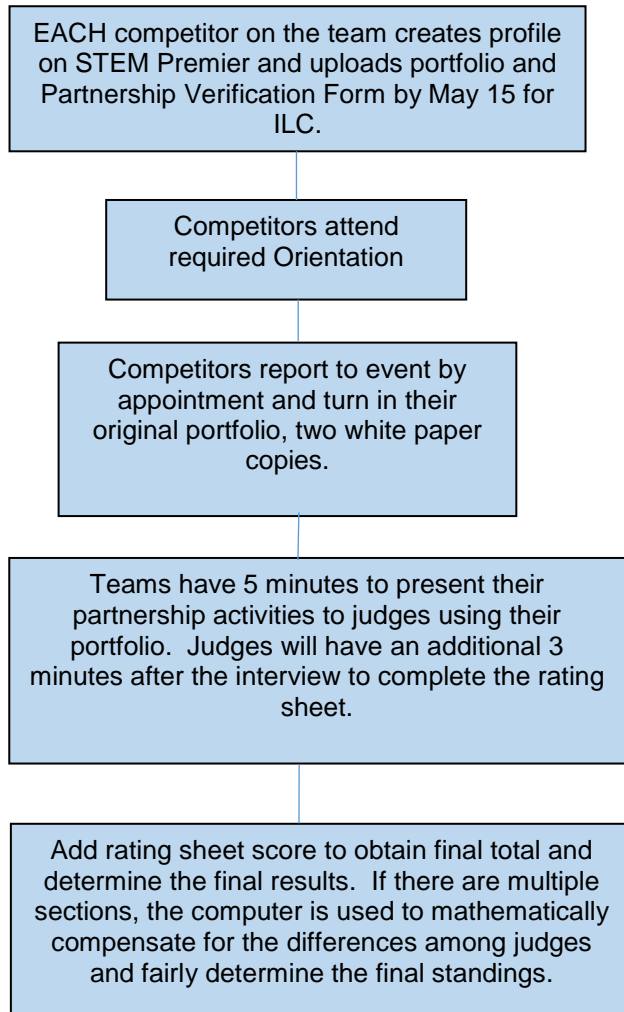
Required Personnel:

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

Facilities, Equipment & Materials (Per Section):

- Room with a conference table (see [HOSA Room Set](#))
- List of competitors for check-in
- One stopwatch per section for the presentation
- Rating sheets – one per judge per team
- Evaluation Forms – competitor, judge, and personnel
- #2 lead pencils with eraser to complete evaluations (judges, event personnel)
- Flash card for 1 minute remaining
- Expandable file folder or box (to collect portfolio copies)
- 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



MRC PARTNERSHIP JUDGE'S RATING SHEET

Section _____

Division: _____ SS _____ PS/C

Team # _____

Judge's Signature _____

Areas Evaluated		Points Possible						Points Awarded
		Superior.....					Poor	
No partial points are given in Section A. All five items <u>must</u> be completed to receive 40 points. If any portion is missing, Section A is scored a 0.								
A - Points for Following Guidelines	<ul style="list-style-type: none"> <input type="checkbox"/> Official HOSA portfolio used <input type="checkbox"/> Not exceeding 16 pages <input type="checkbox"/> Turned in 2 plain paper copies of portfolio <input type="checkbox"/> Portfolio submitted in English <input type="checkbox"/> Portfolio copy and Partnership Verification Form uploaded to STEM Premier by EACH member of the team - by the published deadline. 	40					0	
B - HOSA/MRC Partnership	Understanding of the HOSA/MRC relationship	5	4	3	2	1	0	
	Understanding of the MRC Mission	5	4	3	2	1	0	
	Description of MRC/HOSA Partnership	5	4	3	2	1	0	
	Scope & value of activities	15	12	9	6	3	0	
	Quantity of activities	5	4	3	2	1	0	
	Cooperative work with MRC to reach goals of activities	5	4	3	2	1	0	
	Impact on the local community	5	4	3	2	1	0	
	Impact on the HOSA chapter	5	4	3	2	1	0	
C - Portfolio	Imagination & creativity of the activities	5	4	3	2	1	0	
	Organization	5	4	3	2	1	0	
	Neatness	5	4	3	2	1	0	
	Accuracy of information	5	4	3	2	1	0	
D - Oral Presentation	Persuasiveness of activities	5	4	3	2	1	0	
	Organization & enthusiasm	5	4	3	2	1	0	
	Delivery	5	4	3	2	1	0	
	Voice clarity & projection	5	4	3	2	1	0	
	Connection with the audience	5	4	3	2	1	0	
	Nothing except portfolio shown to judges	5	4	3	2	1	0	
TOTAL POINTS		145					0	

HOSA/MRC Partnership Verification Form

1. This form **must** be completed and uploaded to STEM Premier by EACH member of the team by the state published regional and state deadlines, and by May 15th for the International Leadership Conference.
2. A copy of this form **must** also be submitted as part of the portfolio. Note that a second signature from the MRC unit leader is needed, following their review of the finalized portfolio.
3. If there is not an MRC unit in your local community, contact HOSA-Future Health Professionals for next steps.
4. The MRC Partnership event is designed to encourage HOSA chapters to initiate and maintain a partnership with their local Medical Reserve Corps units. Through active engagement with the MRC, HOSA chapters and competitive events teams will be involved in their community and demonstrate the spirit and mission of the MRC and HOSA partnership.
5. The HOSA competitive events teams will actively engage with the Medical Reserve Corps by participating in activities that improve public health, increase emergency response capabilities and strengthen the resiliency of their communities while demonstrating an impact on their local community. The active engagement will typically involve the HOSA team working directly (and often side-by-side) with MRC volunteers, though on occasion it may consist of working on activities under the direction or guidance of the MRC unit leader.

Involved organizations include:

HOSA Chapter:	
Address:	
Advisor Name:	
Advisor E-Mail Address:	

MRC Unit:	
Address:	
Unit Leader Name:	
Unit Leader E-Mail Address:	
Unit Leader Phone Number:	
Unit Leader Mailing Address:	

By signing here, I verify that I have read the HOSA MRC Partnership Event Guidelines and agree to the attached agreed upon terms of the partnership, as presented in the Partnership Logistics Document:

HOSA Chapter Representative Signature: Date

MRC Unit Leader Signature: Date

At the conclusion of the project period, the HOSA team should share their portfolio with the MRC unit leader for review. A signature is required before each applicable regional, state, or international conference.

By signing here, I verify that I have reviewed the HOSA team's portfolio and find it to be an accurate representation of the HOSA/MRC partnership activities:

MRC Unit Leader Signature (before regional conference): Date

MRC Unit Leader Signature (before state conference): Date

MRC Unit Leader Signature (before international conference): Date

HOSA/MRC Partnership Logistics Document

Agreed Upon Terms of the HOSA/MRC Partnership:

Please address the following questions in no more than two (2) pages.

1. Describe how HOSA chapter and MRC unit will maintain contact throughout this competitive events year?
2. How frequently will MRC and HOSA chapter be in contact with each other?
3. Who is responsible for initiating and maintaining contact?

Please include any specific details or additional requirements for the partnership moving forward.