

# SECTION B

## 2016-2017



### NATIONAL HOSA COMPETITIVE EVENTS PROGRAM

#### HEALTH SCIENCE EVENTS

- |     |                              |    |
|-----|------------------------------|----|
| 1.  | Dental Terminology           | DT |
| 2.  | Medical Spelling             | MS |
| 3.  | Medical Terminology          | MT |
| 4.  | Medical Math                 | MM |
| 5.  | Medical Reading              | MR |
|     | <b>Knowledge Tests:</b>      |    |
| 6.  | Behavioral Health            | KB |
| 7.  | Health Career Exploration    | KC |
| 8.  | Human Growth and Development | KG |
| 9.  | Medical Law and Ethics       | KM |
| 10. | Nutrition                    | KN |
| 11. | Pharmacology                 | KH |
| 12. | Pathophysiology              | KP |
| 13. | Transcultural Health Care    | KT |

#### HEALTH PROFESSIONS EVENTS

- |     |                               |    |
|-----|-------------------------------|----|
| 14. | Biomedical Laboratory Science | BT |
| 15. | Clinical Nursing              | CN |
| 16. | Clinical Specialty            | CL |
| 17. | Dental Science                | DS |
| 18. | Home Health Aide              | HH |
| 19. | Medical Assisting             | MA |
| 20. | Nursing Assisting             | NA |
| 21. | *Personal Care                | PC |
| 22. | Physical Therapy              | PT |
| 23. | Sports Medicine               | SM |
| 24. | Veterinary Science            | VS |

#### EMERGENCY PREPAREDNESS EVENTS

- |     |                              |    |
|-----|------------------------------|----|
| 25. | CERT Skills                  | CT |
| 26. | CPR/First Aid                | CP |
| 27. | Emergency Medical Technician | EM |
| 28. | Epidemiology                 | EP |
| 29. | *Life Support Skills         | LS |
| 30. | MRC Partnership              | MC |
| 31. | Public Health                | PH |

## LEADERSHIP EVENTS

32.	Extemporaneous Health Poster	EH
33.	Extemporaneous Writing	EW
34.	Health Career Photography	HP
35.	Healthy Lifestyle	HL
36.	*Interviewing Skills	IS
37.	Job Seeking Skills	JS
38.	Prepared Speaking	PS
39.	Researched Persuasive Writing & Speaking	RS
40.	*Speaking Skills	SS

## TEAMWORK EVENTS

41.	Biomedical Debate	BD
42.	Community Awareness	CA
43.	Creative Problem Solving	CS
44.	Forensic Medicine	FM
45.	Health Career Display	HD
46.	Health Education	HE
47.	HOSA Bowl	HB
48.	Medical Innovation	MI
49.	Parliamentary Procedure	PP
50.	Public Service Announcement	PA

## RECOGNITION EVENTS

51.	Barbara James Service Award	BJ
52.	HOSA Happenings	NL
53.	Healthcare Issues Exam	HC
54.	National Service Project	NS
55.	HOSA Chapter Reflection	CR
56.	Outstanding State Leader	OL
57.	MRC Volunteer Recognition	MV

\* *Special needs events.*

## APPENDICES

A.	National HOSA Method for Determining Finalists in Competitive Events Requiring Multiple Sections
B.	National HOSA Competitive Events Inquiry Procedure
C.	Individual and Team Orientation Proxy Form
D.	Written Test Instructions
E.	Icon Table
F.	Dress Code and Business Attire
G.	Competitive Event Demos and Pilot
H.	Victim/Patient Instructions
I.	How to Break a Tie in Competitive Events
J.	Cell Phone Policy

# FOREWORD

**This publication presents SECTION B of the HOSA NATIONAL HANDBOOK, with focus on THE HOSA NATIONAL COMPETITIVE EVENTS PROGRAM. Additional Handbook Sections, as noted below, deal with other important facets of the National HOSA Program.**

The entire HOSA NATIONAL HANDBOOK is not only a vital reference for HOSA chapters, members and advisors but represents the major reason this organization has experienced outstanding growth since its inception in 1976 -- a belief in HOSA's contribution to students in Health Science Education throughout the nation and a belief that people working together can accomplish a great goal.

The complete HANDBOOK will provide the HOSA advisor and members with the information needed to organize and/or maintain an effective HOSA chapter. It also will help advisors integrate the HOSA program of work into the instructional program of Health Science Education. Activities of HOSA are an integral part of the instructional program that provides occupational skills in the health career community as well as building leadership skills.

This HANDBOOK should be utilized in developing leadership skills among members and the HOSA Officer Team, and in planning, organizing and conducting HOSA chapter activities throughout the year. With the comprehensive HOSA National HANDBOOK as a reference, it is believed that the entire HOSA organization -- national, state and local -- will become an even more effective organization in serving its members.

The complete HOSA NATIONAL HANDBOOK currently comprises three major sections, each published as a separate document and available on-line or at minimal cost through the HOSA Related Materials Service. This publication plan is designated to facilitate ease of use of the separate sections by state HOSA associations and local HOSA chapters for particular purposes and in combination for total perspective. In addition, separate section publication expedites addition of sections and individual section revision as the need arises.

**The entire National Handbook, including Section B – can be found at [www.hosa.org](http://www.hosa.org).**

Sections include the following:

**HOSA NATIONAL HANDBOOK - SECTION A: NATIONAL HOSA - THE ORGANIZATION.** First Edition 1982; Revised, 2010.

*An essential part of every HOSA chapter's resources, Section A provides basic information about HOSA as an organization serving Health Science students. Included are a description of National HOSA, its purposes, organizational structure, national officer composition, governance and operation, state affiliation, emblematic and ceremonial aspects, selected National HOSA policies, historical development and Bylaws.*

**HOSA NATIONAL HANDBOOK -  
SECTION B: THE HOSA NATIONAL  
COMPETITIVE EVENTS PROGRAM.**

First Edition 1982; Revised Annually

*A necessary instructional resource for HOSA chapter members and the local Health Science teacher/HOSA advisor is Section B. Section B provides all current information pertaining to the HOSA Competitive Events Program to enhance leadership and technical skill development in the classroom and to guide competition at the local, district/regional, state and international levels. This publication includes "General Rules and Regulations" as well as specific competitive events guidelines and competency based performance rating sheets and selected policies and procedures pertaining to administration of, preparation for and participation in HOSA competitive events.*

**HOSA NATIONAL HANDBOOK -  
SECTION C: GUIDE TO ORGANIZING  
AND MANAGING A HOSA CHAPTER.**

First Edition 1985, Revised 2010.

*A major leadership tool and instructional resource for HOSA chapter officers and members and the Health Science teacher/HOSA advisor, Section C provides practical guidelines for organizing and operating a local HOSA chapter and its program of activities, for integrating HOSA leadership and technical skill development in Health Science classroom instruction and for participation by HOSA members and officers in local, district/regional, state and international HOSA program activities.*

Activities and procedures within HOSA are governed by the philosophy of simple fairness to all. Therefore, the policy of National HOSA is that all operations will be performed without regard to race, sex, color, national origin or handicap. HOSA is in compliance with the Americans with Disabilities Act.

# ACKNOWLEDGEMENTS

There are many persons who contributed to the publication of the comprehensive HOSA NATIONAL HANDBOOK. To those who have ensured the future of this organization through their contributions to this HOSA NATIONAL HANDBOOK, please accept the sincere thanks of all members of National HOSA and of all those who will use this HOSA NATIONAL HANDBOOK in the years to come.

**Special appreciation** is due the following individuals who contributed information and/or written research which generated the First Edition published in 1982 which included Sections A and B:

- ◆ Barbara James (SC)
- ◆ Catherine Junge (TX, KS and USDE)
- ◆ James Keeton (TX)
- ◆ Nancy Moore (NJ)
- ◆ Ruth-Ellen Ostler (NY)
- ◆ Kent Ray (MI)
- ◆ Lorraine Summers (IL)
- ◆ Linda Walston (NC)

A particular debt of gratitude is due Nora Bennett Smith, a member of national HOSA's first National Headquarters Management firm, KENORA Enterprises, who coordinated and edited the final document for the First Edition.

Efforts to update and revise Sections A, B, and C were initiated and authorized by the Board of Directors of HOSA, Inc. under

Board Chairmen James Keeton (TX), Lorraine Summers (IL), Barbara James (SC), Ruth-Ellen Ostler (NY) and Norma Walters (AL).

The first revisions to this publication were originally coordinated by the National HOSA Communications and Related Materials Committee under the direction of Ruth Mulford (NY) and Helen Swaincott (PA) and the Competitive Events committee under Barbara James (SC), Kent Ray (MI) and Ruth-Ellen Ostler (NY).

Most recently, thanks to Elizabeth Bullock (KY), Danita Sheppard (NC), Lara Skaggs (OK), Anne Regier (TX), Jen Staley (CO), Jan Mould (TN), Laura Fink (FL) and the members of the Competitive Events Management Team for their untiring efforts to keep the events up-to-date annually with the desires of the HOSA, Inc. Board of Directors.

Dr. Joyce Brandt is recognized for her help overseeing the development of HOSA's National Competitive Events Test Bank.

Deepest appreciation is expressed to all that contributed in so many ways to this publication. A special thanks to National HOSA's Headquarters Management firm, Corporate Education Resources, Inc., referred to as CERI, who provided direction and production services in the development and publication of the NATIONAL HOSA HANDBOOK.

# THE NATIONAL HOSA COMPETITIVE EVENTS PROGRAM

## OVERVIEW

HOSA members are encouraged to take full advantage of the HOSA National Competitive Events Program, a constantly expanding and improving series of health care related competitive events. Competition within a state is held as a means of identifying those members eligible for competition at the HOSA International Leadership Conference. Imagine the pride that members feel when their names are called and they stand on stage waiting to receive an International HOSA Medallion for recognition as a first, second or third place event winner.

The purpose of the HOSA HANDBOOK: SECTION B is to assist members to take advantage of one of HOSA's major membership benefits. The Competitive Events Program is designed to provide a system for recognizing the competencies developed by members through Health Science class instruction, related job training and HOSA related activities. Individual members and teams are evaluated according to set standards of performance by professionals from the health care community appropriate to each event.

It's worth the time and effort to select an event and prepare for competition. Those who prepare for an event are developing the knowledge and skills needed as a health care professional. For example, what is learned in preparing for the Job Seeking Skills competitive event can be used to get an entry level position in a health care profession. Members are able to participate in district or state conferences and meet HOSA members and health professionals from across the state. Members who participate in the competitive events program are immediately recognized as professionals in training interested in pursuing a career in the health care community.

Regardless of whether members receive a medallion in state or international competition, *the real benefit of the Competitive Events Program is realized when the student prepares for competition.* Members gain confidence in their abilities when they improve their health care skills in preparation for competition. The pride of representing the chapter and/or state association builds when members enter a competitive event.

The competencies developed by members in local, district, state, and/or international competition build a foundation of confidence and skills that will last a lifetime of professional activities.

HOSA members should believe in the competitive events program, not because of the awards to be received in competition, but because of the feeling of accomplishment and confidence gained in preparing for competition. HOSA does not provide competition for competition's sake; rather, HOSA provides a competitive events program as a means of recognizing those students who are willing to pursue excellence by preparing for competition and having the determination to attend a conference and demonstrate the competencies gained through the health science program.

The Competitive Events Management Team constantly monitors the National Competitive Events Program to:

- Identify existing events that should be reviewed and revised to reflect current health care practices;
- Identify new events that should be added to reflect current program offerings in secondary and postsecondary/collegiate institutions
- Direct the development process for designing new events, and
- Evaluate new event demonstrations and tests.

## EVENT PREPARATION

Members interested in the Competitive Events Program should follow **ten steps** in preparing for competition.

1. Talk with the HOSA chapter advisor and let him/her know their interest in entering a competitive event at district and/or state conferences.
2. Review the National Competitive Events Program and select the event that is consistent with their career objective.
3. Visit [www.hosa.org](http://www.hosa.org) for the current edition of the specific event guidelines, and specifically concentrate on the "General Rules and Regulations" in preparing for the event.
4. Study the detailed guidelines and the judge's rating sheet(s) to know the criteria by which competitors are evaluated.
5. Practice, practice, practice and practice the event at the local chapter level before competing at a district or state conference.
6. Talk with other members who participated in competition previously and gain as much as possible from their experiences.
7. Ask the chapter Advisor to conduct event simulations in the classroom to allow all members to have an event experience.
8. Know all rules and procedures for the event in which they are entering to avoid disqualification or point deductions.
9. Enter district and/or state competition and carefully review all instructions to event participants.
10. Enjoy the competition because the real benefit of competition was realized in the preparation.

## JUDGES

Every effort is expended to secure judges that are competent in the event for which they are assigned. For example, in CPR/First Aid, it is preferred that judges hold an instructor card for American Heart Association.

HOSA looks for judges who have the technical expertise and experience to evaluate the specific event competencies, and for enough judges to fairly evaluate the competition – one to three judges per section, depending upon the nature of the event and availability of judges.



## Everyone Can Be a WINNER!

By recognizing the personal and career benefits of the National Competitive Events Program, members know the time they invest in preparing for and participating in competition is worth the effort. Chapters want to participate in competition to demonstrate to other chapters the preparation of members. Chapter pride is built when members represent their institution and participate in competition. The pride grows when members receive recognition as an event winner at the State Conference. Chapter pride continues when one or more members attend the International HOSA Conference representing both the chapter and state association. The pride grows stronger, for chapters and members, when the event winners are announced and brought to the stage. Members will almost burst with personal satisfaction and pride in knowing that their investment provided dividends not only for themselves but for their chapter and state associations as well.

Those who are not called to the stage for special recognition must also be proud of their accomplishments. Although the National Competitive Events Program is designed to award medallions to a select few event participants, the real winners are those who are able to leave the International Conference with new experiences, improved skills, greater knowledge, enhanced confidence and the determination to not allow the HOSA experience die when the conference is concluded or at graduation. The ultimate goal is not to be a winner at an International Conference. The realistic goal for all HOSA members is to secure entry level employment or advancement within the health care field. The real value of the National Competitive Events Program is when members are able to perform more effectively as health care professionals.

By taking advantage of the many opportunities available for involvement and leadership roles, HOSA members will be more confident than students not actively involved in chapter activities. The Health Science classroom builds health care skills; HOSA helps build a confident health care professional able to achieve success in a rapidly changing and competitive industry.

## **TWO TYPES OF EVENTS**

HOSA offers events in six categories. The first five categories are “competitive” and only the top scoring individuals and teams are recognized. HOSA also offers events in the Recognition category that seek to recognize an individual’s or chapter’s accomplishments.

In recognition events, HOSA members and chapters are asked to meet a standard. Those who meet the standards are awarded a pin, certificate or plaque, depending on the event. Medals are not awarded for first, second and third place. For more details about events in the Recognition category, read the specific event guidelines at [www.hosa.org](http://www.hosa.org)

## **IN SUMMARY**

All members should take advantage of the National HOSA Competitive Events Program. This publication is designed to guide the entire chapter as well as individual members for the opportunities available in event competition at District, State and/or International Conferences. Fortunately, the benefits of participation in competitive events do not cease at the conclusion of a conference. The National HOSA Competitive Events Program will have a lasting impact on the professionalism of HOSA members as they pursue rewarding and challenging careers in the dynamic and competitive health care community.



# GENERAL RULES AND REGULATIONS

## NATIONAL HOSA COMPETITIVE EVENTS PROGRAM

### **Accommodations**

1. HOSA members with disabilities, and non-English speaking competitors, will be **reasonably accommodated** in the National Competitive Events Program through event modification as a means of providing them an equal competitive opportunity. Such members may be allowed to provide and utilize their own special equipment that HOSA may not be able to provide. Requests for reasonable accommodation must be indicated on the HOSA International Leadership Conference registration form or Student Eligibility form in Special Needs events, must be submitted to National HOSA **by the May 15 deadline**, and must have been provided at the state level.

### **Cell Phones/Smart Devices**

2. **CELL PHONE AND SMART DEVICES POLICY** - Competitors may not use **cell phones or smart devices** during HOSA competition unless the guidelines indicate they may be used for electronic notecards. Competitors may use cell phones or smart devices to access electronic event guidelines used during the event orientation. Competitors will be asked to place their cell phone or smart devices in the off or silent position (or with the battery removed) in plain sight of the Section Leaders, during a written test, or secured with their personal belongings. The cell phone or smart device may not make any noise or vibrate during the event. The competitor may not touch the phone or device during the event. Cell phones or smart devices may be used in holding rooms and on event buses as long as the use of the cell phone does not violate event confidentiality and ethical standards. Violation of any part of the cell phone policy will result in the assessment of penalty points. Judge and event personnel cell phones and smart devices should be on vibrate or airplane mode during the competitive events, and may be used as a timer.

### **Eligibility for National Participation**

3. HOSA's **affiliated state associations offer the National HOSA Competitive Events Program at the Regional, Area and/or State levels**, according to the approved National Competitive Events Guidelines (as released annually in August). It is recommended that state associations plan and conduct the Annual State Conference in sufficient time to meet the International Conference registration deadline of May 15. (Note: The International HOSA Conference is held in June each year.)
4. States may submit a maximum of three (3) competitors/teams per event per division, with the exception of Recognition events as noted in Rule #10 of these General Rules and Regulations. If ties or event challenges result at the state level, states must implement a process to determine which three (3) competitors/teams per division may register for the international conference.
5. To be eligible for international competition, a delegate **must be a member of National HOSA**, registered on a chapter roster, no later than January 1 if the member is enrolled in the Fall semester; Spring enrollees must be affiliated by March 1 or within thirty (30) days of the beginning of a program initiated during the Spring semester.
  - States determine and publish specific state competition eligibility deadlines.
  - All participants must adhere to the eligibility requirements as specified in the individual Competitive Event Guidelines.
  - Members are not eligible for international competition if they are not affiliated with the national organization prior to their respective State Leadership Conference.
6. Competitive event participants **must be registered for International Leadership Conference with National HOSA by May 15**. Registered participants may be

dropped or another eligible student may be substituted until the state advisor or designee has completed registering the state with competitive events at the International Conference. All state participants are officially entered when the HOSA advisor (or his/her designee) verifies the international registration.

7. Individual and team participants **must have competed in the same competitive event at the state level** for which they are entered at the international level. This competition must have taken place in the school year immediately preceding the HOSA International Leadership Conference. (Substitutes on a team are not required to have competed in the event at the state level.)
8. **HOSA members may enter only one competitive event in international competition.** In addition, competitors may participate in as many Recognition Category Events as they wish.
9. **Event status.** Skill events must have a minimum of three (3) states and nine (9) total competitors (Secondary and Post-secondary/collegiate) in order to have the skills procedures implemented at the international level the following year. Events not meeting this criteria will have a **written test only**. This written test will include clinical written application/ scenarios. For the Middle School division, all events must have a minimum of three (3) states and three (3) total competitors in order to have the event implemented at the international level the following year. The event status will be evaluated annually.
10. In Recognition events, each state association may register the following number of competitors:
  - **HOSA Chapter Reflection:** All state Chapter Reflection earners.
  - **Healthcare Issue Exam:** 25% of the ILC student delegates from the previous year
  - **National Service Project:** One per chapter
  - **Barbara James Service Award:**

Unlimited

- **HOSA Happenings:** One per chapter
- **Outstanding State Leader:** One per state
- **MRC Volunteer Recognition:** Unlimited

11. All international competitors must be active members of HOSA in good standing as established by local, state and national organizations. In good standing means that they must have a minimum of five (5) members in their chapter, an advisor, and their affiliation fees paid in full.

### **Equipment**

12. **Failure to Bring Equipment -** Competitors who fail to bring the required material/equipment as specified in the Competitive Event guidelines for any skill/procedure used in any event will be allowed to compete but will not earn points for all or part of the procedure(s) that require the missing material/ equipment.
13. **Equipment Failure -** It is the competitor's responsibility to assure that the equipment they bring to the event and use as a part of the event is in good working order. Equipment failure (when the equipment is provided by the competitor) may result in an inability to judge all or part of an event that involves the use of equipment. This includes battery operated laptops.
14. **Podium -** When a podium is provided during an event, the use of the podium by the competitor(s) is optional.

### **Ethics**

15. **Appointment times are used in many HOSA events to avoid detaining competitors in holding rooms for long periods of time.** Professional ethics demand that competitors DO NOT discuss or reveal the secret topic or scenario for ANY event **until after the event has concluded.**
16. **Ethics and Integrity –** As future health professionals, HOSA members are held

to a higher standard in regards to their ethical behavior as competitors. HOSA members should follow the national rules and act with honor at all times. Plagiarism, copyright violation and falsification of information is prohibited. Any attempts to lie, cheat, or gain an unfair advantage will not be tolerated. Competitors may be disqualified for violation of the ethics rule.

17. **Code of Conduct** - Any competitor who violates the HOSA Code of Conduct during the course of the International Leadership Conference may forfeit any award won during the conference.

### **Event Content**

18. **Independent Work** - Except for team events, competitors must work independently, without assistance from judges, teachers, fellow students or observers. Participants may be disqualified for receiving assistance.
19. **Content Selection** - Competitors should use **good judgment** and discretion when planning event content. Procedures, demonstrations, displays or speeches with content that could be interpreted as insensitive, invasive, or of a highly personal nature should be avoided.
20. **Changing Event Content** – When advancing from one level of competition to the next (such as from state to national competitive events), except where expressly prohibited, competitors are allowed to change/improve their speech, notebook, scrapbook, portfolio, or any other event products as a part of the competitive event.
21. **Notebook Page Clarification** - When a section of a notebook or portfolio indicates a **range of pages**, if a competitor uses fewer than the maximum number of pages, he/she CANNOT add pages in another section.
22. **MATERIAL SUBMISSION** - All copies and materials submitted at the International Leadership Conference as part of the HOSA Competitive Events program become the property of National HOSA.

Submission of materials implies consent for National HOSA and /or affiliated partners, with HOSA's permission, to publish materials in newsletters, websites, blog posts, social media etc. as deemed appropriate to help market and promote HOSA and/or its partners.

### **Judging**

23. **Rating Sheets and Test Scores** - Participant rating sheets or test scores for any event will NOT be returned to the competitor.
24. **Consensus Policy** - After **individually rating** competitors, Judges MAY compare ratings before turning in the rating forms. If the point spread is greater than 10 points, Judges MAY discuss why they rated the way they did and MAY choose to adjust their score, if needed.
25. **Communication Rule** – It is the competitor's responsibility to communicate fully and effectively with judges. In spelling events, this may include verbalizing capitalization, separate words, and punctuation. For skill events, this may include "thinking out loud" so that judges are clear on why the competitors are doing what they are doing.
26. **Judge Gifts** – The distribution of event samples, materials or thank you notes to judges, other than those materials specified in the event guidelines for judges to review, is NOT permitted.

### **Divisions of Competition**

27. **Definition of divisions** - The **official definition for middle school, secondary and postsecondary/collegiate** members of HOSA, for the purposes of Competitive Events registration and participation, is:

**Middle School** - A middle school student is one who: a) is enrolled in a state-approved health science program or is planning to pursue a career in the health professions; and b) has not been promoted to a secondary institution (grades 9-12) prior to the state's annual

conference. He/she must be in grades 6-8.

**Secondary** - The Secondary Division shall be composed of secondary students at the junior high (9<sup>th</sup> grade) or high school level (9<sup>th</sup> – 12<sup>th</sup>).

**Postsecondary/Collegiate** - The Postsecondary/Collegiate Division shall be composed of undergraduate students who (a) are enrolled in a state-approved postsecondary program at the community college level or college level program; (b) have received a high-school diploma (or its equivalent) or (c) have been out of the continuous, sequential educational system prior to the current enrollment for two or more years prior to the current year's HOSA International Leadership Conference and/or enrolled in a health career program in pursuit of a baccalaureate degree.

28. **Sections** - Separate sections of each event shall be conducted for middle school, secondary and postsecondary/collegiate unless stated otherwise. (For HOSA Happenings and Extemporaneous HealthPoster– Middle School, Secondary and Postsecondary/Collegiate may be combined.) Competitors/teams may have the same section number or may demonstrate their skills for the same judges, but the divisions will not compete against each other. Individual and team competitor numbers will be randomly assigned by the computer.

29. **Topics** - Secret topics, tests, and event procedures will be the same for all levels (MS, SS and PSC) in the same event, unless otherwise noted.

### **Point Deductions**

30. **Event Time** - All competitors must be at their competitive event **at the designated time and place**. The competitor's failure to report to the competition area within five (5) minutes of the appointed time may result in the assessment of ten (10) penalty points. For possible special circumstances, prior arrangements must be made by the State Advisor through HOSA Management.

31. **FAILURE TO ATTEND THE EVENT ORIENTATION** may result in the loss of points. Registered participants must attend the scheduled orientation session at the International Leadership Conference for the event(s) in which they are competing. Check guidelines for events allowing a proxy. A proxy may be an advisor or student who is qualified to communicate to the competitor the information shared at this orientation. A completed proxy form is required. At least one (1) team member must attend the orientation for team events. When a team member is representing others on a team, he/she must bring a completed proxy form.

**All competitors must be present at the orientation for those events in which the orientation includes Round One or other event component.**

32. **Event Guidelines at Orientation** – Event personnel often refer to the event guidelines during the event orientation, and for that reason, competitors are required to bring a print or electronic copy of the guidelines (at least one copy per team) to the event orientation. Failure to bring the guidelines to the event orientation will result in a five (5) point penalty. Competitors are not required to bring their guidelines to any activity beyond their event orientation.

33. **Official Use** - If the **official notebook, binder or portfolio specified in the event guidelines is not used**, there will be a five (5) point deduction. (Unless bonus points are available for using the official notebook or portfolio, in which case the bonus points should be withheld and no other penalty assessed.)

34. **Penalty Points** - If judges feel there is a rule infraction that is not addressed in the written guidelines or processes, they may assess penalty points after consultation with HOSA CE Management. If the competitor is stopped at the time limit for any event, there is no additional penalty. If the rating sheet awards points for following the guidelines, then points

should be withheld for failure to follow the guidelines.

### Sections

35. **Number of Sections** - The National Competitive Events Management Team will determine whether (and how many) sections will be scheduled for each Competitive Event at the International HOSA Conference according to the number of registered participants.

36. **Fairness Between Sections** - A mathematical formula will be used for multiple sections in selected events. The computer adjusts the judge's scores to account for judging differences, such that all sections are considered to be mathematically equal. Such a process provides a **statistically fair method for evaluating students in multiple sections with multiple sets of judges.**

### Skill Events

37. **Scenario Development** - The National Competitive Events Management Team will determine which skills are to be performed for skill events, **based upon criteria which include space arrangements and condition of available sites, availability of equipment** and similar factors pertaining to operation of these events in a particular year.

38. **Points and Time with Combined Skills** - When multiple skills are used and steps in skills are duplicated on the rating sheet but not in practice, points will be awarded one time only. In such cases, the amount of time allowed for the total skill may be adjusted by the Competitive Events Program staff. Competitors would be notified of total time allowed via the written scenario. For example, in CPR/First Aid - If a victim has a burn and fracture, the competitor would only call 911 one time and would only receive points for that step one time.

39. **Skill Event Scenarios** – Events that require the performance of a health-related skill use a written scenario to give information to the competitor about the setting and skill to be performed. The timing of the skill performance

begins when the competitor (team) is given the scenario. Competitors must read quickly and begin the skill performance promptly. Competitors may keep the written copy of the scenario as a reference as needed during the performance of the judged skill. For special needs events that use a scenario (Life Support Skills and Personal Care) the scenario will be read out loud to all competitors.

40. **Off-site Events** - Due to the distance between the hotels and skill event sites in some skill events, **competitors should be prepared for an extended stay.** It is strongly suggested that competitors bring recreational materials. Food and/or snacks may be available for purchase at the sites if at all possible. Just in case, the competitor should be prepared.

41. **Highest Level of Training** – Competitors in skill events should compete in the event at the highest level of their training. An example would be students enrolled in Emergency Medical Technician course should compete in the Emergency Medical Technician event and not in the CPR/First Aid event.

42. **Highest Standard of Care** - In the performance of a skill scenario, competitors are required to follow the highest **standard of care** when treating victims/patients. Competitors should follow the steps on the rating sheet unless the highest standard of care required differs from the steps on the rating sheet. Judges will know when the treatment of victims/patients differs slightly from the rating sheet and when the competitors provide medically acceptable care, and will award points accordingly.

43. **Mercury Exclusion** - HOSA does not use thermometers, sphygmomanometers, or any other equipment that contains mercury.

44. **Study materials** are permitted in HOSA event holding rooms, at the event site, and on the bus to skill sites, but may not

be used during competition.

### **Team Events**

45. **Substitutions** - A **team** event **must include at least 25%** of the members who were members of the winning team at the state level. Other "qualified" student members may be substituted or added in the remaining team positions so that the number of team members is consistent with the rules for that event. (**Qualified is defined as any active HOSA member, and may include members from other chapters.**)
46. **Minimum Team Members** - Teams may not compete with less than the minimum number of team members.

### **Tests**

47. **Late to Test** - For all **written tests**, a competitor who is late to the orientation/event will be allowed to take the test. The competitor will stop when all other test-takers are stopped and will not receive the full time for taking the test.
48. **Higher-Order Thinking** - Written test will measure knowledge and understanding at the recall, application or analysis levels. Higher-order thinking skills will be incorporated as appropriate.
49. **Use of Calculators** - Competitors may NOT use calculators when taking any written test, unless permitted in the individual event guidelines.
50. **Test Security** – Tests and word lists for HOSA competitive events are developed from the National HOSA secure bank for that event. At all levels, HOSA tests are the property of National HOSA and should never be taken, copied, or shared with HOSA members or chapter advisors. HOSA tests are provided exclusively for use in state-approved competitive events and at the international level.
51. **Test Plan and Resources** – The test plan and list of resources in the guidelines are designed to help the competitor prepare for the test. States

have the option of using the previous year's International tests for State competition, and the previous year's state tests for Regional/Area events. For that reason, tests at the State and Regional/Area will reflect the test plan and/or resources from the previous year's guidelines.

When a resource lists "latest edition", this is the latest edition available as of the initial writing of the guidelines in August. Any edition released after August will be used in the following year's resource list. After the initial release, only editorial changes be made to guidelines, unless there is an error that would affect the outcome of the event or how competitors prepare. In this case, updated guidelines are posted online with a note to membership explaining any changes.

52. **New Testing Events** – For any new event that requires a 100-question test, the regional and state tests will be 50 items for the first year.
53. **Pencils** – For all written tests it is the responsibility of the competitor to bring pencils and pens to the event. Mechanical pencils are discouraged for use on Scantrons.

### **Dress Code**

54. Competitors shall wear proper business attire or official HOSA uniform, or attire appropriate to the occupational area, during the orientation, written test and skill(s)– jeans and shorts are not acceptable. For all competitive events, five (5) bonus points will be added once per competitor and/or team to the tally sheet for appropriate dress. In team events, all team members must be properly dressed to receive the bonus points. Exceptions are as noted in the event guidelines.

### **Other**

55. **Inquiry Process** - A process is established to provide an opportunity for an individual competitive event participant to **submit constructive inquiries and recommendations** to the Competitive Events Management Team

at the International Leadership Conference via completion of a "Competitive Event Inquiry Form." This completed form must be signed by the student and the State HOSA Advisor and turned in to Competitive Events Headquarters within two (2) hours after the competitive event concludes (see Appendix B).

56. **Personal Articles** - Competitors will be asked to place personal articles (purses, bags) under their chair during a test or an event. They may not obtain anything from their personal article until the test/event is complete. Event personnel will NOT collect or hold competitors' personal articles during an event.
57. **Introductions** - For events with judges, competitors (teams) will be introduced to the judges by the Section Leader. At the ILC, for individual events, competitors are usually introduced by name and ID number. For team events, teams are usually introduced by school and ID number.
58. **Observers** - There will be **no observers** in any of the events at the ILC **except for the semi-finals and finals of HOSA Bowl.**
59. **Extenuating Circumstances** – It is the intention of HOSA to fairly and consistently enforce all rules and event guidelines. On rare occasions when circumstances are beyond the control of the competitor, such as a canceled flight, a rule can be appealed to the Competitive Events Leadership Team.