



New for 2016-17

Clarifications on Works Cited page and how to account for this in the portfolio were added. Competitors are required to create a profile on STEM Premier and upload a .pdf of their portfolio and link to skill video to the Clinical Specialty competitive event. For the 2016-2017 membership year portfolios and notebooks with the old or new HOSA logo will both be accepted.



- 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 two items: a) the development of a career portfolio, and b) the demonstration of a selected skill common to the chosen health career. 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.
- 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 Post Secondary/Collegiate).
 2. Competitors must be familiar with and adhere to the "[General Rules and Regulations of the National HOSA Competitive Events Program](#) (GRR)."
 3. The competitor will choose a health career that he/she is planning to pursue.
 - 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 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.
 - The career must meet the "Career Selection Requirements" section of these guidelines.

The Portfolio

4. The competitor will create an 8-9 page career portfolio that contains evidence of career research and a work-based learning experience.

The competitor's personal copy of the portfolio will be used during the interview. The portfolio must be contained in an official HOSA portfolio or notebook from [Awards Unlimited](#) (NBK150, NBK 250, or PBK2002). For the 2016-2017 membership year portfolios and notebooks with the old or new HOSA logo will both be accepted.

The competitor's copy will not be collected by event personnel.

- Pages should be one-sided.
- Typed or word-processed.
- Sheet protectors and page dividers may NOT be used.
- The portfolio can be a combination of narrative form and outline style with main concepts and bullet points.

The contents of the portfolio MUST be as follows:

- | | |
|--------|--|
| Page 1 | Cover Page Cover includes career title and competitor's name with no other information, and is neatly presented. (A creative design or pictures may be used but will not affect the score.) |
| 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. |
| 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. |
| Page 4 | Summary of a career-related interview with a professional in this career that demonstrates thoughtful questioning and comprehension of answers. <i>* This interview must be with a practicing health professional and may NOT include the competitor's instructor or HOSA advisor.</i> |
| 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. |
| 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.)

Pages 7-8 **Skill Checklist** (maximum of 2 pages)

Page 8 or 9 **Works Cited Page** (maximum of 1 page) Use the HOSA Style Sheet included in these guidelines for instructions on how to properly cite all the resources used in the development of the portfolio.

The Skill Checklist

5. 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.
 - The skill checklist must include all steps that would be performed as part of the skill.
 - ***The skill must be one that the competitor can actually perform/demonstrate*** The chosen skill must be one the competitor can learn to actually perform or 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.
 - The specific text reference used in the development of the skill must be cited. (Title, author, copyright, page numbers, etc.)
 - The reference must be a verifiable text and not an individual person.
 - 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.)
 - 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.
 - Remember that the purpose of this event is to develop career awareness. The chosen skill should serve that purpose. For example, a physician may need to operate a fax machine, but “faxing a document” would not be a good skill to choose for the career of physician because it does not promote understanding of the chosen career.
 - Steps of the skill must be broken down into logical sub-parts. Skills should have a minimum of 10 steps.
 - Two (2) copies of the skill checklist must be submitted as part of the portfolio at the scheduled event orientation.
 - The skill checklist must be word-processed.
 - Failure to follow these guidelines will result in the skill NOT being judged.
6. Competitors in this event are encouraged to use a variety of resources in the development of the portfolio and skill checklist.
7. 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

8. For the skill video, the competitor digitally records the skill.
 - a. The skill may last longer, however, **a recommended maximum of 4 minutes of the skill should be viewed by the judges.**
 - b. The judge(s) will use the rating sheet developed by the competitor to determine the overall skill performance.
 - c. The competitor can edit the skill down to 4 minutes or less if desired.
 - d. 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.
 - e. The competitor must be seen in the video performing the actual skill.
 - f. 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 the approximately four (4) minutes (or less) 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. The skill performance may be edited down to 5 minutes or less.
 - g. NOTE: Points will not be subtracted if the skill performance exceeds four (4) minutes, however, competitors are encouraged to use their 6 minutes of interview time wisely. During the interview, the judges will want to ask questions about the portfolio contents in addition to viewing the skill performance.
9. 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.
 - a. Competitors must create a profile and upload a .pdf of their portfolio and link to skill video to the Clinical Specialty competitive event on STEM Premier. Instructions for doing this will be available by August 31, 2016 at <http://www.hosa.org/guidelines>
 - b. For regional and state conferences, the .pdf of portfolio and link to skill video must be uploaded to STEM Premier by the state published deadline. For the International Leadership Conference, the .pdf of portfolio and link to skill video must be uploaded to the STEM Premier profile by May 15, 2017.
 - c. States will verify the .pdf of portfolio and link to skill video have been uploaded prior to any regional or state conferences. National HOSA will verify the .pdf of portfolio and link to skill video have been uploaded prior to the International Leadership Conference.

The Competitive Process

10. Competitors will report to the event site at their appointed time. Competitors must bring:
 - Portfolio and contents
 - 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 retained by National HOSA and will not be returned to the competitor.
11. EVENT INTERVIEW: The event will be timed as follows:

▪ Judges review and rate portfolio contents	3 minutes
▪ Competitor invited into room for interview and skill review	6 minutes
▪ Competitor excused, judges complete rating sheet	1 minute

After the judges review the portfolio contents, the competitor will be invited to sit with

the judge(s) for a maximum of six (6) minutes. The judge(s) will ask the competitor questions about the portfolio contents. Questions may include: How did you decide on this career? What is the most significant thing you learned from your research on this career and skill? During this time, the competitor will show part(s) of the skill demonstration and talk about the skill performance. The purpose of the interview and skill review is to evaluate the competitor's knowledge and understanding of the skill and career, as it relates to the health system. The timekeeper will announce the time when there is one (1) minute remaining in the interview and skill review. The timekeeper will stop the interview after six (6) minutes and the competitor will be excused. After the competitor leaves, judges have one (1) minute to complete the rating sheet.

- a. For the skill video part of the interview, the competitor will bring a tablet, portable DVD player or laptop computer and will show and describe selected parts of the skill for no longer than four (4) minutes (recommended).
 - b. The skill may last longer, however, **a recommended maximum of 4 minutes of the skill should be viewed by the judges.**
 - c. The judge(s) will use the rating sheet developed by the competitor to determine the overall skill performance.
 - d. The competitor can edit the skill down to 4 minutes or less if desired.
 - e. The competitor is advised to show a maximum of 4 minutes of the skill, and 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 interview to be judged.
 - f. Competitors will bring their own tablet, portable DVD player or laptop computer to competition, and may have the skill pre-loaded. HOSA will NOT provide a TV, DVD, electrical power or connecting cables.
12. 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.
13. By entering this event, the competitor grants permission for their portfolio contents to be used in HOSA publications and on the HOSA website.

Competitors Must Provide:

- ☐ Event guidelines (orientation)
- ☐ 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.

Note to Competitors: The two (2) copies of the portfolio contents turned in during the event orientation at the National 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 national competition.

Competitors are encouraged to keep the original copy of their work in an official HOSA portfolio for use in future job and college interviews, and as evidence of their achievements in HOSA.

Required Personnel

1. One Event Manager per event
2. One Section Leader per section
3. One - three judges per section (with a health profession credential)
4. One-two event assistants per section
5. One QA to provide quality assurance for the event by ensuring that the guidelines are followed and all event documents are complete.





Facilities, Equipment and Materials (Per Section)

General

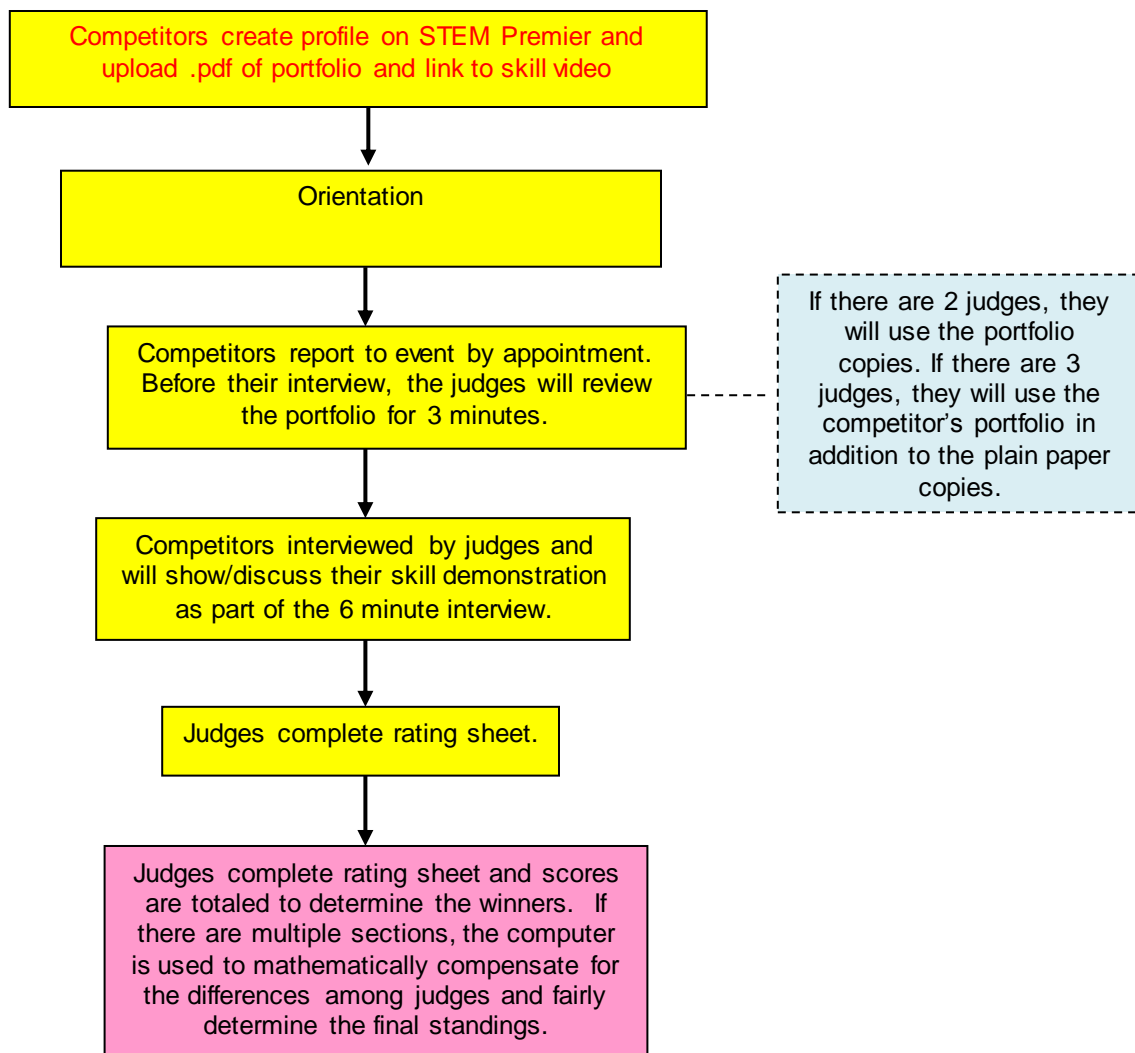
Checklist

- ☐ One room per section, each room with a conference table and chairs.
- ☐ Calculators, note pads, pencils for judges
- ☐ Stopwatch(s)
- ☐ Flash card for 1 minute remaining
- ☐ Rating sheets – one per judge per competitor
- ☐ Evaluation forms – competitor, judge, and personnel
- ☐ #2 lead pencils with eraser to complete evaluations
- ☐ Expandable file folder or box (to collect portfolio copies)

Icon Key

	Two paper copies of the event product must be submitted.
	Official notebook, scrapbook or portfolio required.
	Plagiarism or copyright violation is prohibited.
	A computer is used at the ILC to provide a statistically fair method for balancing scores when multiple sections are scheduled.

Event Flow Chart





HOSA Style Sheet, Adapted from APA style

This style sheet is designed to make it easier for the HOSA member in events that require APA formatting and references. Since the American Psychological Association (APA) is the most commonly used resource in the health sciences, this information is modified from the APA style. More information may be found at <https://owl.english.purdue.edu/owl/resource/560/01/>.

Your references should be double-spaced. This page is single spaced to save space.

Parenthetical Reference

Place the parenthetical reference at the end of the sentence but before the final period, using author's last name and year of publication. For example, "...in the hospital" (Belkin, 2003). For anonymous authors, the shortened version of the title replaces the author's last name in the text citation. For example, "...in a rainy day" (Meteorologist, 2012). For personal interviews or emails, cite in-text only (S. Smith, personal communication, August 15, 2014), not on your references page.

Reference Guidelines

Your ONE PAGE 'References' title should be centered and sources alphabetized by the author's last name, first initial from the left margin. Hanging indents should be used for sources requiring multiple lines. Alphabetize anonymous authors according to the first main word in the title. See examples below:

Book by Two or More Authors

Wischnitzer, S., & Wischnitzer, E. (2005). *Top 100 health care careers: Your complete guidebook to training and jobs in allied health, nursing, medicine, and more* (2nd ed.). Indianapolis, IN: Jist Publishing.

Format of On-Line Entries*

Author or editor last name, first initial. (year, month date posted). Article or web page title. *Book, journal or website title*. Printed version information or volume (issue number), pages if applicable. Retrieved from <DOI or http information>.

Example: Web Site (Professional)

ESPN.com. (1999, Nov 10). *ESPN Internet Ventures*. Retrieved from <http://espn.go.com>.

Example: Article from a Professional Journal Online

Sitzler, B. (2015). Taking helmets off: To decrease risk. *NATA News*, 27(10), 12-14. Retrieved from <http://digital.ipcprints.com/publication/?i=&p=&l=&m=14775&l=1&ver=&pp>.

***Note:** If you do not have a section of information for an Internet reference, move up the URL or to the home page to find it. If it is not there, just skip it and move to the next piece of information. If there is no date listed, use (n.d.). Be sure you gather as much information possible for the above format.

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 –	• Identify instruments

Single Pour	
<ul style="list-style-type: none"> Treating contaminated tray in the sterilization center 	

Skills in EMT	
<ul style="list-style-type: none"> Patient Assessment: Trauma and medical Spinal immobilization: Seated and lying Joint injury Cardiac arrest management/AED 	<ul style="list-style-type: none"> BVM Ventilation: Apneic Adult Patient Long bone injury Bleeding control/shock management
Skills in Home Health Aide	
<ul style="list-style-type: none"> Taking an adult tympanic temperature Emptying a urinary drainage unit Giving a back rub Moving a client up in bed using a drawsheet 	<ul style="list-style-type: none"> Taking an apical pulse Applying clean dressing and ointment to broken skin Caring for dentures Applying elasticized stockings
Skills in Medical Assisting	
<ul style="list-style-type: none"> Perform a Telephone Screening Obtain and Record a Patient Health History Prepare/assist with a Routine Physical Exam Test Urine with Reagent Strip 	<ul style="list-style-type: none"> Receive a New Patient and Create an Electronic Chart Measure Height and Weight Screen for Visual Acuity Sterile Gloving
Skills in Nursing Assisting and Personal Care	
<ul style="list-style-type: none"> Handwashing Make an unoccupied bed Transfer patient from bed to chair/wheelchair Prepare patient for a meal and determine intake 	<ul style="list-style-type: none"> Make an occupied bed Position patient in bed Measure and record vital signs Discharging patient
Skills in Physical Therapy	
<ul style="list-style-type: none"> Ambulating with a transfer (gait) belt Ambulating with a cane Ambulating with crutches 	<ul style="list-style-type: none"> Ambulating with a walker Range of motion Ice pack application
Skills in Sports Medicine	
<ul style="list-style-type: none"> Flexibility Exercises Assess ROM and strength testing of shoulder Basic ankle taping Elbow taping 	<ul style="list-style-type: none"> Assess ROM and strength testing of ankle and foot Arch taping Thumb taping
Skills in Veterinary Science	
<ul style="list-style-type: none"> Preparation of the operative site Identify 15 instruments Restraining a Cat for Jugular Venipuncture Identification of companion animal breeds 	<ul style="list-style-type: none"> Lifting and restraining a dog Simple fecal floatation Apply/remove gauze restraint muzzle

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

Team # _____

Judge's Signature _____

Areas Evaluated		Points Possible Superior..... ...Poor						Points Awarded
Portfolio	Cover Page (Page 1) Career field and competitor's name – 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.	10	8	6	4	2	0	
	Skill Checklist (Page 7-8) Skill checklist may be up to two pages	10	8	6	4	2	0	
	Work Cited Page (page 8 or 9) meets guideline requirements	5	4	3	2	1	0	
Interview	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	
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 JUDGE POINTS		110	88	66	44	21	0	
POINTS GIVEN BY EVENT PERSONNEL: - Skill permitted as allowed by event guidelines - Career portfolio adheres to event guidelines - Pdf of portfolio and link to skill video uploaded to STEM Premier by the state published deadlines for any regional and state conferences, and by May 15 th for the ILC.		10					0	
Total Points		120						