

### **Clinical Specialty**

### New for 2017-2018

The rating sheet and the STEM Premier process have been updated. The cover page of the portfolio requires new information.

#### **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

- Competitors in this event must be active members of HOSA-Future Health Professionals in good standing in the division in which they are registered to compete (Secondary or Postsecondary/Collegiate).
- Competitors must be familiar with and adhere to the "General Rules and Regulations of the HOSA Competitive Events Program (GRR)."
- 3. The competitor will choose a health career that he/she is planning to pursue.
  - 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 <u>National Consortium for Health Science Education</u> and <u>Explore</u> <u>Health Careers</u> 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. A .pdf of this portfolio will be uploaded to STEM Premier by May 15<sup>th</sup> (see below for instructions).
- 5. The original portfolio to be used by the competitor during judging must be contained in an official HOSA portfolio or notebook from <u>Awards Unlimited</u> (NBK150, NBK 250, or PBK2002). For the 2017-18 membership year portfolios and notebooks with the old or new HOSA logo will both be accepted.

- 6. The competitor's original portfolio will not be collected by event personnel.
  - a. Pages should be one-sided.
  - b. Typed or word-processed.
  - c. Sheet protectors and page dividers may NOT be used.
  - d. The portfolio can be a combination of narrative form and outline style with main concepts and bullet points.
  - 7. The contents of the portfolio MUST be as follows:
    - Page 1- Cover Page Cover includes event name, career title, division, competitor's name, school and state/country; 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.
    - c. Page 3- Education, Training, Credentialing Professional Association, and Career-related Data and Statistics Information about educational requirements and options, credentialing requirements and related professional associations. Referenced data related to occupational outlook, employment statistics, and other career-related data.
    - d. Page 4- Summary of a career-related interview with a professional in this career that demonstrates thoughtful questioning and comprehension of answers. \* This interview must be with a practicing health professional and may NOT include the competitor's instructor or HOSA advisor.
    - e. Page 5- **Work-based Learning Summary and Outcomes** Summary of a work-based learning experience that documents a minimum of 8 hours of job shadowing, and describes who, what, where, and when, and demonstrates insight and understanding of the work environment and career. Also includes a thoughtful list of learning outcomes (what the competitor learned) as a result of the work-based learning experience.
    - f. Page 6- Professional Verification Letter from a career professional mentor, on professional stationary, one-page only, which includes comments on the competitor's attitude, enthusiasm, work performance, and career potential. The letter should be signed by the mentor. (May be in narrative form.)
    - g. Pages 7-8- **Skill Checklist** (maximum of 2 pages)
    - h. Page 8 or 9- **Reference 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 this portfolio.

#### The Skill Checklist

- 8. 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.
  - a. The skill checklist must include all steps that would be performed as part of the skill.

- b. 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.
- c. The specific text reference used in the development of the skill must be cited. (Title, author, copyright, page numbers, etc.)
- d. The reference must be a verifiable text and not an individual person.
- e. 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.)
- f. 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.
- g. Remember that the purpose of this event is to develop career awareness. The chosen skill should serve that purpose. For example, a nursing assistant may need to operate a fax machine, but "faxing a document" would not be a good skill to choose for the career of nursing assistant because it does not promote understanding of the chosen career.
- h. Steps of the skill must be broken down into logical sub-parts. Skills should have a minimum of 10 steps.
- Two (2) additional copies of the skill checklist must be submitted as part of the portfolio at the scheduled event orientation.
- j. The skill checklist must be word-processed.
- 9. Competitors in this event are encouraged to use a variety of resources in the development of the portfolio and skill checklist.
- 10. The official reference that will be used by the judges is:
  - a) Wischnitzer, Dr. Saul & Edith Wischnitzer. *Top 100 Health-Care Careers*. Jist Publishing, Latest edition.

### The Skill Video

- 11. For the skill video, the competitor digitally records the skill.
  - 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.

- 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.
- A link to this video demonstration must be uploaded to STEM Premier by May 15<sup>th</sup> (see below for instructions).

### **The Competitive Process**

- 12. Competitors will report to the event site at their appointed time. Competitors must bring:
  - a. Portfolio and contents
  - b. 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.
  - c. The print copies should NOT be in a portfolio, notebook or folder.
  - d. The print copies will be used by judges and retained by HOSA-Future Health Professionals. Copies will not be returned to the competitor.
- 13. EVENT INTERVIEW: The event will be timed as follows:

Judges review and rate portfolio contents
 Competitor invited into room for interview and skill review
 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.

- a. For the skill video part of the interview, the competitor will bring a tablet, portable DVD player or laptop computer. The skill can be pre-loaded. HOSA will NOT provide a TV, DVD, electrical power or connecting cables.
- b. The competitor will show and describe selected parts of the skill. The skill may last longer, however, a recommended maximum of 4 minutes of the skill should be viewed by the judges. The competitor may talk during the skill or fast forward as desired. This process will allow the judges to rate the overall skill performance, and allow the competitor to explain his/her skill performance. Competitors should spend enough time on the skill to allow for fair judging, but not so much time that the skill evaluation detracts from the other components of the interview to be judged.
- c. The judge(s) will use the rating sheet developed by the competitor to determine the overall skill performance.
- d. The timekeeper will announce the time when there is one (1) minute remaining in the interview and skill review. The timekeeper will stop the interview after six (6) minutes and the competitor will be excused.
- e. After the competitor leaves, judges have one (1) minute to complete the rating sheet.

- 14. The portfolio must be submitted for judging in English.
- 15. In the event of a tie, a tie-breaker will be determined by the areas on the rating sheet section(s) with the highest point value in descending order.
- 16. By entering this event, the competitor grants permission for their video and portfolio contents to be used in HOSA publications and on the HOSA website.

### **Uploading to STEM Premier**

The competitor must create a profile on STEM Premier, an online platform that showcases talent and skills and brings students, colleges, companies, and possibilities together. Competitors will create their online profile by visiting – www.stempremier.com/hosa.

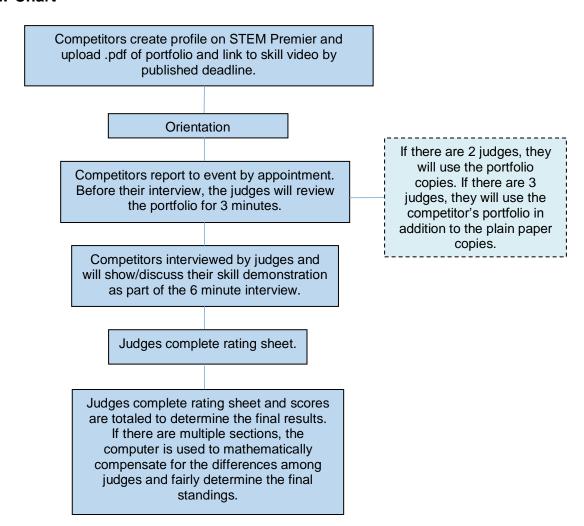
- a) The main purpose for the partnership with STEM Premier is two-fold: (1) to provide the HOSA member with a permanent, professional online portfolio to share with universities and future employers and (2) to obtain valuable analytical membership data for HOSA, including demographic, academic, and career interest information. Entities, outside of HOSA, CANNOT access this information without explicit member permission.
- b) Competitors must create a profile and upload a .pdf of their portfolio and a link to their video demonstration to the Clinical Specialty competitive event opportunity on STEM Premier. Detailed instructions for doing this are in step g below or available at www.hosa.org/STEMPremier.
- c) The size limit for any files uploaded to STEM Premier is 2.5 MB. To avoid an upload error, please be sure to save your .pdf as a compressed file or reduce the size of your embedded images. For instructions on how to do this, please visit: <a href="http://www.hosa.org/filesize">http://www.hosa.org/filesize</a>.
- d) Regional and State Process:
  - 1. Competitors should check with their state advisor to see if STEM Premier is being used at the state level. If so, competitors should find out the deadlines for any regional or state conferences.
  - 2. The .pdf of the portfolio and a link to the video demonstration must be uploaded prior to the state published deadlines.
  - 3. States will verify the .pdf of the portfolio and link to a video demonstration has been uploaded prior to any regional or state conferences.
- e) ILC Process
  - 1. For those who advance to the ILC, the .pdf of the portfolio and link to a video demonstration must be uploaded to STEM Premier by May 15, 2018.
  - HOSA-Future Health Professionals will verify the .pdf of the portfolio and link to a video demonstration has been uploaded prior to the International Leadership Conference.
- f) Changing Content:
  - 1. If a competitor uploads the .pdf of the portfolio and link to a video demonstration for the regional and/or state level, it does not need to be resubmitted for ILC. Uploading the .pdf of the portfolio and link to a video demonstration ONCE is sufficient for all three levels of competition (regional, state, ILC).
  - 2. <u>However</u>, competitors ARE allowed to change the content of their .pdf of the portfolio and link to a video demonstration between conferences. IF such content changes are made, competitors should replace their original upload on STEM Premier with the most current version of their .pdf of the portfolio and link to a video demonstration.

- 3. The .pdf of the portfolio and link to a video demonstration that is in STEM Premier on May 15, 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.

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

Competitors Must Provide:  □ Event guidelines (orientation) □ 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.
Required Personnel:  One Event Manager One QA to provide quality assurance for the event by ensuring that the guidelines are followed and all event documents are complete. One Section Leader per section Two - three judges per section Event assistants as needed One timekeeper per section
Facilities, Equipment and Materials (Per Section):
<ul> <li>□ One room per section, each room with a conference table and chairs.</li> <li>□ Calculators, note pads, pencils for judges</li> <li>□ Stopwatch(s)</li> <li>□ Flash card for 1 minute remaining</li> <li>□ Rating sheets – one per judge per competitor</li> <li>□ Evaluation forms – competitor, judge, and personnel</li> <li>□ #2 lead pencils with eraser to complete evaluations</li> <li>□ Expandable file folder or box (to collect portfolio copies)</li> <li>□ List of competitors who have uploaded materials to STEM Premier by deadline.</li> </ul>

### **Event Flow Chart**





### HOSA Style Sheet, Adapted from APA style EVERY REQUIREMENT MUST BE FOLLOWED TO RECEIVE CREDIT

This style sheet is designed to make it easier for HOSA members 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 <a href="https://owl.english.purdue.edu/owl/resource/560/01/">https://owl.english.purdue.edu/owl/resource/560/01/</a>.

### **Written Paper Guidelines**

- 1. Type your paper on 8.5 x 11 inch white paper, stapled in the upper left corner, double spaced, with 1" margins on all sides.
- 2. Do NOT use bold face anywhere on the paper, EXCEPT on the title on the cover page, and be sure your paper is in Arial, 12 pt. font.
- 3. For events that require it, create a cover page with the event name, title of the paper/project, competitor name, chapter name, division, school and state in the center of the page.
- 4. Create a running head with the title of the paper/project on the upper left-hand corner, ½ inch from the top and flush with the left margin. This running head must also number all pages consecutively on the upper right-hand corner, flush with the right margin.
- 5. Abstracts are NOT necessary in HOSA competitive events.
- 6. 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. References should be single spaced and 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 (2<sup>nd</sup> 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 <a href="http://digital.ipcprintservices.com/publication/?i=&p=&l=&m=14775&l=1&ver=&pp">http://digital.ipcprintservices.com/publication/?i=&p=&l=&m=14775&l=1&ver=&pp</a>.

\*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 <u>ANY HEALTH CAREER</u> 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 <u>National Consortium for Health Science Education</u> and <u>Explore Health Careers</u> 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						
<ul> <li>Identification of laboratory equipment</li> </ul>	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 De	ntal Science					
Preparing the dental treatment room, including	Seating the dental patient					
anesthetic syringe						
Dismissing the dental patient	Patient education: Brushing and flossing					
Pouring an Alginate Impression with Plaster –	Identify instruments					
Single Pour						
Treating contaminated tray in the sterilization						
center						

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

# Clinical Specialty SKILL CHECKLIST TEMPLATE

Judge's Signature.

Componior n	·	odago o olgilataro			
Reference*:	Title				
	Author				
	Copyright	Page numbers			
Skill _			JUDGE USE ONLY:		
			Comments		
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					

Competitor #:

12.

13.

Etc.

<sup>\*</sup> 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.

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

## Clinical Specialty JUDGE'S RATING SHEET

Section	Level:	_SS	PS/C	
Competitor #	Judge's Signatu	ıre		

	Items Evaluated	Points Possible SuperiorPoor			Poor	Points Awarded		
No partial points are given in Section A. All five items <u>must</u> be completed to receive 45 points. If any portion is missing, Section A is scored a 0.						muruou		
- Points for Following Guidelines	☐ The skill does NOT duplicate any skill in an existing Health Professions or Emergency Preparedness event							
	Pdf of portfolio and link to skill video uploaded to STEM Premier by the published deadline.	4.5		0				
	<ul> <li>Portfolio does not exceed 9 single-sided pages, word processed, and submitted in English</li> </ul>	45	•					
-\	☐ Official HOSA Portfolio used							
	☐ Sheet protectors and page dividers are NOT used							
	<b>Cover Page</b> (Page 1) includes event name, career title, division, competitor's name, school and state-neatly formatted and error free	5	4	3	2	1	0	
	Career Summary Content (Page 2)	10	8	6	4	2	0	
<u>.o</u>	Education, Training, Professional Association and Career Data Content (Page 3)	10	8	6	4	2	0	
g £	Interview with Professional Content (Page 4)	10	8	6	4	2	0	
B - Portfolio	Work-based Learning Summary and Outcomes Content (Page 5)		8	6	4	2	0	
	<b>Professional Verification Content</b> (Page 6) Must be signed by professional.	10	8	6	4	2	0	
	<b>Skill Checklist</b> (Page 7-8) Skill checklist may be up to two pages	10	8	6	4	2	0	
	Reference Page (page 8 or 9) follows APA format	5	4	3	2	1	0	
ew	Understanding of the career (job responsibilities, training, employment opportunities)	10	8	6	4	2	0	
nterview	Ability to relate personal strengths and preferences to the career.	5	4	3	2	1	0	
C-1	Ability to articulate how the career fits into the healthcare system	5	4	3	2	1	0	
	Poise and speaking skills	5	4	3	2	1	0	
D - Skill Performan	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.	10	8	6	4	2	0	
	ALL PAGES neat, formatted correctly, and error free	5	4	3	2	1	0	
TOTA	L POINTS	155					0	