

Clinical Specialty

Clinical Specialty is a NEW event that is earning rave reviews from student participants and praise from the health care community. This event will be a Pilot Event at the 2004 National Leadership Conference in Orlando. Check with your state advisor to see how you can take part in the Clinical Specialty event in 2004.

What is Clinical Specialty?

Clinical Specialty is a skill event for all health professions that are not addressed with other HOSA skill events. Skill events help HOSA members “experience” a potential career field. The purpose of Clinical Specialty is to provide outstanding learning experiences for students to help in the career decision-making process.

Three Aspects of the Event

The Clinical Specialty event gives HOSA members the opportunity to investigate a career, have a work-based learning experience, and learn two skills. All three aspects of the event are evaluated and play an important part in helping the student fully understand the career.

The work-based learning experience and career understanding are evaluated in the portfolio phase of the event. Competitors compile their research and experiences in a portfolio, then sit with judges to talk about their learning experiences. This “show-and-tell” interview provides the judges with an opportunity to evaluate the competitor’s learning experiences and depth of understanding.

The skill portion is evaluated using a video. The reason for the video is because many competitors wish to learn and perform skills with equipment that could not possibly be replicated at a HOSA conference due to size and expense. For example, a Recreation Therapy student teaches paraplegic children to ride horses. While that skill cannot be demonstrated at a HOSA conference, it can be videotaped.

How Are the Event Skills Developed?

After a competitor chooses and researches a potential career, he or she evaluates the skills that a person in that profession would perform, then selects two skills to learn and videotape.

The skills for Clinical Specialty follow the same format as the skill checklists in other Category II events, except that the competitor creates his or her own skill checklist. Each competitor must find a text resource with the chosen skill and record the steps on the “Skill Checklist Template” found in the event guidelines.

Once the competitor develops the checklist, the next step is “practice.” Lots of practice until the competitor can

perform the skill with a high degree of competence. Then comes the videotaping session.

HOSA members who participate in this event must be sure to get a “good” video recording of the performance of both skills. Remember, the judges can only evaluate what they can see and hear. Sure it’s a lot of work, but it’s worth it!

What About the Portfolio?

The portfolio provides the evidence of what a competitor has experienced and learned about the chosen career. During the interview at the conference, the competitor shares the content of the portfolio in a “show-and-tell” type of format.

The portfolio rating form should help the competitor understanding exactly what is to be included in the portfolio, and how that part of the portfolio will be evaluated.

Competitors should remember that the judges are not only checking to see if something is in the portfolio, but also how well the assignment was done.

This Event Has it All

Clinical Specialty requires hard work and commitment on behalf of the competitor, while at the same time, provides an outstanding learning experience for the potential health-care professional. Read what the 2003 Clinical Specialty competitors in Atlanta had to say.

“I think it was a great learning experience for me. It gave me opportunities to see and experience things that I never would have had the chance otherwise.”

“This is a wonderful and outstanding event. It was fun as well.”

“ This event was cool! ”

“ I have learned very much in preparing for this event. I think that it is a great opportunity. ”

“ I truly enjoyed participating in this event. It was a great epiphany in making me realize my career goals. I believe that this event should be implemented further in the future. ”



COMMUNITY SERVICE

News and Opportunities

HOSA members have always taken a great deal of pride in their service to the community. Service learning is a wonderful way to understand more about the local health care community. Volunteer service also gives HOSA members an opportunity to give something back to those in need.

The National HOSA Competitive Events Program offers three events that provide service learning opportunities:

- **National Service Project** – HOSA members provide volunteer service or fundraising for HOSA's National Service Project. Our partner organization for 2003-04 is the American Cancer Society (ACS). Chapters are encouraged to work with their local ACS office in developing their chapter Program of Work.
<http://www.hosa.org/natorg/sectb/catv/natserv.pdf>
- **Barbara James Service Award** – This award recognizes individual HOSA members for volunteer service in their local communities. It is an award all HOSA members should strive to achieve. In addition, HOSA members who document over 100 hours of community service will also receive the President's Volunteer Service Award.
<http://www.hosa.org/natorg/sectb/catv/bjames.pdf>
- **Community Awareness** – This competitive event invites the HOSA chapter to identify a need in the community and then conduct activities designed to inform the community about the selected area of need.
<http://www.hosa.org/natorg/sectb/catv/ca.pdf>

Do You Want to Do More?

Many HOSA members are familiar with the President's Volunteer Service Award, but did you know that a similar award is available for all members of your community? That's right. The USA Freedom Corps is the President's program designed to encourage community service.

One option HOSA chapters have is to become a certifying organization. "Certifying organizations" review records of service and recommend award winners. Schools and non-profit organizations are eligible to become a certifying organization. As a certifying organization, your HOSA chapter could recognize HOSA advisors, school faculty, family members, and local healthcare professionals who provide community service.

Visit the web site at http://www.usafreedomcorps.gov/for_volunteers/awards_scholarships/presidents_council.asp for more information.

How can an organization become a "certifying organization?"

If you are with a school or non-profit organization and are interested in having it become a "certifying organization," please e-mail your name, organization name, address, and telephone number to awards@usafreedomcorps.gov.



Scholarships for Community Service

HOSA members who are active in service to their communities should visit the USA Freedom Corps website at

http://www.usafreedomcorps.gov/for_volunteers/awards_scholarships/awards.asp

Many scholarship and award opportunities are listed that provide a good fit for HOSA members. Here are a few examples. Visit the website for the entire list.

The Yoshiyama Award for Exemplary Service to the Community

This award provides a unique opportunity to recognize those high school seniors who are engaged in extraordinary community service activities. Given to approximately ten high school seniors, it is accompanied by a gift of \$5000 over two years. This program is not based on academic achievement, and high school students may not nominate themselves. The awards are based on the significance of the service activities, the extent to which the service provides a solution to important problems faced by society, and demonstration of self-motivation, leadership, creativity, dedication, and commitment. Nominations are due in April.

For more information visit or contact: www.hitachi.org/yoshiyama

The Yoshiyama Award
PO Box 19247
Washington, DC 20036
202-457-0588

Prudential Spirit of Community Awards

These awards are designed to recognize middle and high school students for demonstrated exemplary, self-initiated community service. Participating middle and high schools select one honoree for every 1,500 students. This honoree is then judged at the state level. One middle school and one high school student in each state, the District of Columbia, and Puerto Rico become state honorees and receive \$1,000 awards, silver medallions, and all-expense paid trips (with one parent each) to Washington, DC. In Washington, ten state honorees are named national honorees. Each national honoree receives an additional \$5,000, a gold medallion, and a crystal trophy for his/her school. October deadline.

For more information visit or contact:
Prudential Spirit of the Community Initiative
www.prudential.com/community
212-682-4100

Colgate Youth for America Award

Colgate will provide monetary grants to those groups whose projects are the most innovative and successful. Past judges have included Alex Trebeck, Jackie Joyner Kersee, Dionne Warwick, Andrew Shue, Mark-Paul Gosselaar, Phylicia Rashad, Kirk Cameron, Jack Wagner, Ethan Hawke, Yasmine Bleeth, Jonathan Silverman, Amy Yasbeck, Rebecca Gayheart and many other popular stars. The top 318 local unit winners can win up to \$1000 in cash. A bonus prize of an additional \$1,000 is awarded to the project voted "Best in the Nation." Since 1972, Colgate has awarded over \$5.5 million to local clubs and troops for their outstanding community work.

For more information visit or contact: www.colgate.com/cp/corp.class/colgate_cares/youth-foramer.jsp
Dave Forman
Colgate's Youth for America Award
PO Box 1058, FDR Station
New York, NY 10150-1058
email: fcwpr@aol.com

event changes 2003

The members of the National Competitive Events program are dedicated to maintaining up-to-date and student-friendly competitive event guidelines. Suggestions for improvement from HOSA members are carefully considered and the guidelines are modified as needed.

The HOSA Handbook: Section B contains the competitive event guidelines. Guidelines are posted on HOSA's website at www.hosa.org and distributed to chapter advisors each August on a CD included with the affiliation packet.

HOSA members are encouraged to use a current copy of the event guidelines when preparing for a HOSA competitive event. The most current copy is always available on HOSA's website.

Here is a sampling of some of the event changes for 2003-04.

Clinical Specialty

This event will remain as a pilot event in Category II. An article that explains the event can be found in this issue of the HOSA Magazine.

Extemporaneous Health Poster

Competitors can listen to music while creating their posters! Each competitor can use headsets to listen to music while they work as long as the volume is set low enough so that it cannot be heard by others, and only one CD allowed. (No changing CDs during the event.)

Biomedical Debate

Changes include a clarification of the prepared materials that teams are allowed to bring to the preliminary and debate rounds, and information about a recommended process when there are fewer than 10 teams in the event.

Career Health Display

Guidelines were revised to clarify the artwork allowed on the display.

Creative Problem Solving

Resource changes. *Mindmapping* was deleted and *Megacreativity: Five Steps to Thinking Like a Genius* was added.

Hand Hygiene

Most Category II skill events have been aligned with the Centers for Disease Control (CDC) recommendations regarding hand hygiene. For most skills, the use of an alcohol-based rub will replace traditional handwashing. For more background information, visit the CDC website at www.cdc.gov

New Simmers Text

A new textbook – *Introduction to Health Science Technology* – includes units which are identical to an approved HOSA resource, *Diversified Health Occupations*. When the units in the new textbook provide the resource needed for the event, both textbooks will be listed and competitors can use either book.



The following events were updated to match event resources. Many of the skills were updated, test plans were changed, and other updates were made. Competitors and advisors should read these guidelines VERY carefully.

- | | |
|----------------------------------|----------------------|
| Administrative Medical Assisting | Personal Care |
| Dental Assisting | Practical Nursing |
| EMT | CPR/First Aid |
| Medical Laboratory Assisting | Veterinary Assisting |
| Nursing Assisting | |

YOUR ticket to



It's fall 2003. As an active member of your HOSA chapter, you are excited about the good things your HOSA chapter is planning for your school and community this year. You are also aware that HOSA has much to offer regarding your personal leadership development. You know that HOSA provides many opportunities, and at the end of the road is a successful health career.

You also know one more thing: somewhere between "opportunity" and "success" lies... Orlando.

That's right. Orlando, Florida is the site of the 2004 HOSA National Leadership Conference, and you can be a part of all the fun, excitement and opportunity that a national conference offers.

Being a delegate to the 2004 National Leadership Conference means you will have an opportunity to network with the health care community, attend educational workshops, and meet HOSA members from across the nation. Participation in a national conference demonstrates to colleges and employers that you are willing to go the extra mile toward becoming a successful professional. If you happen to be a national competitive event participant or winner, your achievement is yet another example of your leadership ability.

WHERE DO YOU BEGIN?

Your first stop is your chapter advisor. Let your advisor know of your goals and plan for success. Your advisor needs to plan with you to ensure that rules are followed and opportunities are available for you to be a National Leadership Conference delegate in June.

Next, decide where to focus your achievements. If competition does not appeal to you, you may wish to consider looking at the Category V events in the HOSA Handbook, Section B. National Recognition Opportunities are available through events such as:

- National Recognition Program
- Barbara James Service Award
- National Service Project

In these events, HOSA members who complete the standards are eligible for national recognition. For some HOSA members, meeting the standards for a recognition event is their ticket to the National Leadership Conference.

If you do like competition and want to win a medal at state-level competition, we suggest you look carefully at the Category II events.

WHY CATEGORY II?

Category II skill events are not as subject to the judge's opinions as some of the leadership events (like Prepared Speaking), and we believe the competitor can increase his or her odds of winning by participating in a skill event.

There is a catch, though.

In order to succeed in a skill event, you need to be highly skilled.

Let's see if we can explain what it means to be "highly skilled." In most Category II events, it means that the competitor can perform all the skills in the event – perfectly. It's that simple.

When we look at the skill scores of gold medalists at the national level we find they have one thing in common. They

earned all (or nearly all) the points possible in the skill procedures for the event.

What does that mean for you? That means that if you want to be a state winner in a skill event, you must be able to perform all the skills in the event and earn the total points possible. The good news is that your success will not depend on luck – it will depend on PRACTICE!

But what about the test? Experience tells us that competitors who know the skills inside and out also have the knowledge needed to score well on the written test. You will still want to review the test plan and study appropriately.

Of course, you should also be sure to pick a skill event that has career potential for you. You will not have the passion for learning the skills in an event if you are not interested in the career.

YOU CAN SUCCEED IN OTHER EVENTS

The key to success in the HOSA competitive events program is LEARNING. The more you practice, the more you learn. With very few exceptions, the HOSA members who climb the podium are the ones who put forth the greatest effort.

No matter what state you call home, being a delegate to the HOSA National Leadership Conference provides an exciting and rewarding experience.



The Honorable Emily DeRocco

Assistant Secretary of Labor
U.S. Department of Labor
Department of Employment & Training

HOSA members were pleased to welcome Secretary DeRocco to HOSA! Secretary DeRocco met with HOSA leaders and members of the healthcare community in Atlanta. She listened to presentations on HOSA's workforce partnerships and the efforts being made in high schools, technical schools and colleges to promote career opportunities in health care.

Secretary DeRocco traveled to Atlanta Technical College where three of HOSA's 14 health career skill events were taking place. She watched as students demonstrated technical skills learned in the classroom and perfected through HOSA, and talked with them about their career plans and learning achievements. HOSA members in Dental Assisting, Medical Laboratory Assisting, and Physical Therapy were able to share the impact that HOSA is having on their future health careers. Highlights of the visit included:

Two competitors demonstrated how to prepare an alginate impression. The competitor from New Jersey missed her Dental Assisting graduation in order to attend the HOSA National Conference. She told the Assistant Secretary that "everybody" got to graduate, and that she was the "only one" who earned the right to participate in

national competition. She does have a dental assisting job waiting when she returns home.

The Dental Assisting competitor from Mississippi is enrolled in a Dental Hygiene program. She told the Assistant Secretary "I didn't know what I wanted to do when I was in high school - then I took Health Occupations. That got me interested in Dental Hygiene, and pretty soon I'm going to graduate with my Associate Degree."

In the Medical Laboratory, two students demonstrated the skills they had performed in competition. They assured the Assistant Secretary and the large group of VIPs who were watching that demonstrating their skills for a crowd was easy – competing for a judge was the difficult part! The competitor from Florida explained that "I have a BS in Biology, but couldn't find a good job. Soon I'll be a Medical Laboratory Technician and have my pick of jobs. I love this program because I get to do the science I love. Eventually, I plan to earn my Bachelor's degree in Medical Technology."

In Physical Therapy, a competitor from Texas demonstrated how to teach a patient to walk using a walker. Secretary DeRocco's assistant was the patient. The student explained to the Assistant Secretary, "I attend the South Texas High School for Health Professions. We





don't have sports at our school. HOSA is our sport. Everybody at our school is involved in HOSA."

The Assistant Secretary talked with a large group of students who had finished competing. When asked about HOSA, the group enthusiastically agreed – "It makes a difference." One student explained, "I was very shy before I got involved in HOSA. Then I learned a skill, and I realized that I could do something difficult and do it well. That gave me confidence in myself that I never had before." Another student shared that, "HOSA makes you work hard, but it's worth it. My school is the only school in our county that has HOSA – but I think everybody should have a chance to do what I've done."

The Assistant Secretary's visit to Atlanta Technical College was a very positive experience. Competitors who had completed their skills were randomly selected to repeat their skill performance for the Assistant Secretary and other VIPs in the group. Secretary DeRocco asked many questions, and learned that:

Not only can HOSA members perform the skills in their competitive event, but they knew why they do the skill, what is normal, and what to be looking for when the skill is performed.

For skilled HOSA members, the job outlook is very bright.

Dental Assisting students take a class on "Dental Psychology" to help them care for anxious patients.

Health professionals who judge HOSA events are thrilled to see what HOSA is doing because the shortage of health care workers directly affects them.

The healthcare community plays an important role in Health Occupations and HOSA. At the local level, they provide a place and the materials for students to learn their skills. At the national level, the healthcare community is vital because they provide the judges, materials, and laboratories that are integral to national competition.

Secretary DeRocco had an opportunity to speak to the voting delegates at the HOSA Business Session. She praised HOSA members who work hard to achieve their goals, and shared the pride she felt in watching HOSA members demonstrate their skills. HOSA President Joel Arvizo presented Secretary DeRocco with a plaque in appreciation for her interest in tomorrow's healthcare professionals.



HOSA partner spotlight:

The American Cancer Society

HOSA is proud to begin a second year in service with the American Cancer Society (ACS). As HOSA's National Service Project, HOSA chapters are encouraged to work with their local ACS chapter to provide volunteer service hours and fundraising efforts in support of the fight against cancer.

Last year was a good year for HOSA chapters and the American Cancer Society. Andrew Huff, Youth Projects Coordinator for Relay For Life® announced the following 2002-2003 HOSA Highlights:

Alabama HOSA	19 teams	\$8,714.90
California HOSA	8 teams	\$5,116.00
Florida HOSA	22 teams	\$9,153.39
Georgia HOSA	5 teams	\$4,480.00
Kentucky HOSA	15 teams	\$8,980.49
Mississippi HOSA	19 teams	\$6,360.00
North Carolina HOSA	42 teams	\$46,124.42
South Carolina HOSA	22 teams	\$18,894.59
Tennessee HOSA	41 teams	\$31,467.05
Texas HOSA	44 teams	\$21,776.00
TOTAL	293 teams	\$179,345.26

In addition to the money raised by HOSA chapters, HOSA members contributed **over 2000** volunteer hours to the American Cancer Society. Our goal for 2003-2004 is to raise more money and contribute even more volunteer hours. **YOU** can help!

GET INVOLVED! Event guidelines for the HOSA National Service project can be found at <http://www.hosa.org/natorg/sectb/cat-v/natserv.pdf>. For more information about the American Cancer Society visit the ACS website at www.cancer.org.

For more information about Relay For Life® - the 2003-2004 HOSA Resource Library CD-ROM that was provided to all chapters with the HOSA affiliation packet has an American Cancer Society Relay For Life® PowerPoint presentation.



American Cancer Society booth at the 2003 HOSA National Leadership Conference



Website Review

HOSA Members are Watching The History Channel??

HOSA members may be surprised to know that the **HistoryChannel.com** provides a listing of programs that include health-related programming. In September, the channel premiered a four hour miniseries that would be of great interest to HOSA members.

MAVERICKS, MIRACLES & MEDICINE hosted by Noah Wyle

A four-hour miniseries on The History Channel@
http://www.historychannel.com/medicine/mavs_show.html

A unique journey through some of the greatest moments in the history of medicine, **MAVERICKS, MIRACLES & MEDICINE** tells the stories of how these remarkable individuals made their discoveries often while facing daunting challenges. Each episode relates the past events to real, present-day cases and the cutting-edge techniques of modern medicine, taking the viewer back in time to see what made modern medicine possible.

The first hour is about the HEART. Viewers follow the case of Dr. James Snow, a 70-year-old man with a damaged heart valve. We're with Jim as he undergoes a cutting-edge surgical procedure—minimally-invasive mitral valve reconstruction.

Threaded throughout are revelatory stories of medical milestones that allowed the modern drama to unfold, including: the first studies of human anatomy through dissection; the first heart catheterization; the first surgery under anesthesia; handwashing by medical personnel; and the heart-lung machine.

The topics for the next three hours include: TRANSPLANTS, the BRAIN, and INFECTIOUS DISEASES.

If you missed the program and want the DVD set, visit the **historychannel.com** and use the search words: **mavericksmiraclesmedicine**

ARE YOU MAN ENOUGH...

...TO BE A NURSE?

If you want a career that demands intelligence, courage, and skill, and offers unlimited opportunity, consider nursing.
For information about careers in nursing, and educational and financial resources in Oregon, go to www.oregoncenterfornursing.org

CCN
NRSN

Sam Kim RN
Cardiac Telemetry
Nurse
Snowboarder

Terry Wimmer RN, PhD
Dean, School
of Nursing
Marshall U.C.
W.V. Army

Yuri Chavaz RN, CNS
Nurse Anesthetist
2.5x LA Paratask

Robert Anderson RN
Post Anesthesia
Recovery Nurse
Decorated Vietnam
Combat Nurse &
Navy Pilot
U.S. Army

Don Macgregoria RN
Pulmon Specialist
Nurse
Navy Pilot

Walter Moore, Jr RN
Intensive Care
Nurse
U.S. Navy Seal
Team One

Bill Washburn RN
Student Nurse
and Olympic Coach
Bell, Tampa

E. Ray Armita RN
Cardiology Nurse
Happy Knight Hosp

Janice Scott Corbett RN
Student Nurse
Basketball Power
Forward

"Are You Man Enough" poster: <http://www.oregoncenterfornursing.org>

Could it BE YOU

By Carolyn Green
Secondary Board Representative



Could it be you? Yes! There could be a spot waiting for you on the 2004-2005 National Executive Council.

Have you ever asked yourself, "What makes a successful national officer?" What kind of person has the potential or the capacity to be a successful national officer? I bet you could describe an unsuccessful national officer very easily. You might say – the person who is unable to do the job properly. The slacker is the one that doesn't have true compassion for what he or she is doing. We know how it feels to assume additional responsibilities because another person cannot perform the assigned task.

When asked to describe the characteristics of a successful national officer we think of intelligent, hard working, respectful, competent, efficient, and determined. Yes, that sounds good, right? But what exactly does that involve?

It seems quite obvious that successful national officers must know how to perform the tasks that are part of the office. They need to be knowledgeable of what they are doing. However, each of us has had the experience with a co-worker, friend, or classmate who knew what to do but was ineffective in doing it. We have seen physicians who acquired great scientific knowledge but who failed in practice. Knowledge alone is certainly no guarantee of being a successful national officer.

The successful national officer is personally involved with as many HOSA members as he/she possibly can be. The individual right for the job needs to be committed to the members. The successful national officer is a very generous person who is willing to share with the members his or her positive attitudes and beliefs – a person who is willing to share a smile, enthusiasm, and confidence with others.

National officers must be able to deal effectively with their job responsibilities. More than just having a title motivates successful national officers. They are not concerned with fame, but instead are working for something that they believe in: HOSA!

Successful national officers are flexible and receptive to doing things the way another person might want them to. In other words, they are not rigid that things have to be done their way. They are willing to approach another method. Being a national officer means being able to find true satisfaction in what you are doing – regardless of whether or not the performance is applauded by others.

Yes! It could be you. Leaders cannot prove to be capable without first trying. A national officer's spot could be yours in 2004-2005. Don't let someone less qualified fill that position. If you think you have the qualifications of a national officer then prove yourself. One cannot climb the ladder to success without taking the first step.



Editorial

It Could BE YOU

Leadership 101

By Kelly James, Postsecondary
Collegiate Vice President



How to Interview Successfully

If you are anything like me, you may tend to get a little nervous when it comes down to interview time. I am hoping that these pointers will help you feel more relaxed when you are "under the gun".

The most important thing to remember is that the people interviewing you are human too! They have all been in the hot seat themselves, so they know what you are feeling and they want you to succeed. They would tell you to have someone help you perform a practice interview before you go in for the real thing! I know that sounds odd, but if you have the opportunity to sound things out ahead of time, it will help you feel more confident during the real thing. **BE YOURSELF!**

In my opinion, the number one rule when interviewing is to just be yourself. It is easier than you may think to tell when someone is putting on a show or if that individual is being sincere, and sincerity is the best route. Get plenty of rest the night before, and try to relax while you're waiting to be called! If you go into any professional setting looking like you haven't slept for days, it is going to be a deterrent for those interviewing you. Finally, be attentive, and most of all, **SMILE!**

Get Your Members Pumped

Most of you will know what I am talking about when I say that one of the hardest responsibilities in leadership is to get the delegates' attention and keep it! It is difficult to be up on stage and feel like nobody is paying attention, or even cares what you are saying. A few quick tips for getting the delegation on their feet and ready to go may be what you need.

First and foremost, if you are not enthusiastic about what you are doing, they won't be either! When you walk into that room or onto that stage, it is imperative that your enthusiasm be written all over you! Second, start out by getting the audience involved in what you are doing. There are many icebreakers that are available to get this done. If you don't want to start with an icebreaker, start with a question such as "How does HOSA make a difference?" You can also get your audience hooked by starting on an interesting subject, giving them just enough to catch their interest, then pausing and telling them you will finish the story at the end of the program. Last but not least, be an informative leader. It is next to impossible for people to get enthused about something they know nothing about!
And, once again, be yourself!

BE
Yourself



Editorial

HEALTHCARE WORKFORCE SHORTAGE

Because one of the goals of HOSA is to promote career opportunities in health care, it makes sense that HOSA members like to stay informed about the news and statistics related to the shortage of healthcare workers.

HOSPITALCONNECT.COM.

A website providing extensive reports and information on the shortages of health workers is at HospitalConnect.com. HospitalConnect.com is a part of the American Hospital Association's website.

To access the important information at this site, go to www.hospitalconnect.com. Scroll down to the bottom of the first link bar on the left of the page to "Hospital Connect sections" and click on "Workforce."

From the Healthcare Workforce Home Page, you will want to click on the Toolkit. The Toolkit contains a wealth of resources, including the following:

Checklists and Guidelines

- Building a Framework for Workforce Solutions The American Society for Healthcare Human Resources Administration and the Society for Healthcare Strategy and Market Development
- Rx for the Nursing Shortage: A Guidebook American Organization of Nurse Executives (AONE) and Health Administration Press
- Workforce Strategy Map AHA Commission on Workforce for Hospitals and Health Systems

Health Career Marketing Materials

- Alabama Hospital Association recruitment campaign materials, including Posters *middle- and high-school audiences* and *mature audiences*, and a Recruitment Brochure (*pages One and Two*)
- *Be A Nurse* interactive CD-ROM, available at no charge from the Kentucky Hospital Association.
- The *Campaign for Nursing's Future* is a nationwide initiative developed by the Johnson & Johnson company in support of the nursing profession. Included in the initiative are nationwide television and print ads saluting America's nurses, honoring their contributions, and recruiting new people into the profession; the web site, *Discover Nursing*.

- The *Guide for Recruiting Students into Health Careers*, a 95-page manual developed by the GHA Manpower Task Force, provides basic guidelines a hospital may follow to begin their preparation and presentation on health careers to grades K-12; plus current tools, information, best practice models, and available resources on health careers.
- *Nursing: The Power to Make a Difference* is a campaign developed by the North Carolina Center for Nursing is to promote awareness of and "spark an interest" in nursing careers among youth and minorities.
- The American Society of Radiologic Technologists has created a *Toolkit* for employers, students and practitioners to help in recruiting and retaining radiologic technologists.

Data

- Labor Force Projections to 2010: Steady Growth and Changing Composition (2001) Monthly Labor Review
- Projected Supply, Demand and Shortages of Registered Nurses: 2000-2020 National Center for Health Workforce Analysis, Bureau of Health Professionals, HRSA
- State Health Workforce Profiles (2000) National Center for Health Workforce Analysis, Bureau of Health Professionals, HRSA

Reports

- Health Care's Human Crisis: The American Nursing Shortage (2002) Robert Wood Johnson Foundation
- The Hospital Workforce Shortage: Immediate and Future (June 2001) American Hospital Association and the Lewin Group, *TrendWatch*
- The Key Ingredient of the National Prevention Agenda: Workforce Development (2001) National Center for Health Workforce Information and Analysis Services, HRSA Bureau of Health Professions

HOSA chapters should pay particular attention to the sites that offer free health career marketing materials.



U.S. DEPARTMENT OF LABOR

The U.S. Department of Labor's Bureau of Labor Statistics publishes national data related to the US Workforce. Their most recent report in November, 2001 shows the following healthcare data:

Health Occupations with the Largest Job Growth, 2000-2010

* Numbers in thousands of jobs

Occupation	Employment		Percent Change
	2000	2010	
Registered nurses	2,194	2,755	26%
Nursing aides, orderlies and attendants	1,373	1,697	24%
Home health aides	615	907	47%
Personal and home care aides	414	672	62%
Medical Assistants	329	516	57%

Fastest Growing Health Occupations, 2000-2010

Occupation	Employment		Percent Change
	2000	2010	
Personal and home care aides	414	672	62%
Medical Assistants	329	516	57%
Physician Assistants	58	89	53%
Medical records and health information technicians	136	202	49%
Home health aides	615	907	47%
Physical therapy aides	36	53	46%
Occupational therapy aides	9	12	45%
Physical therapy assistants	44	64	45%
Audiologists	13	19	45%
Veterinary assistants	55	77	40%
Occupational therapy assistants	17	23	40%
Veterinary technologists and technicians	49	69	39%
Speech-language pathologists	88	122	39%
Mental health and substance abuse social workers	83	116	39%
Dental assistants	247	339	37%
Dental hygienists	147	201	37%
Pharmacy technicians	190	259	36%

STATE WORKFORCE DATA

The Center for Health Workforce Studies, School of Public Health, University of Albany, is located in New York. In November 2002 they published a 58-page report entitled "State Responses to Health Worker Shortages: Results of 2002 Survey of States." The report was supported by the National Center for Health Workforce Analysis, Bureau of Health Professions, and Health Resources and Services Administration. A copy of the report is available at <http://chws.albany.edu/reports/112002/stateresponses2002.pdf>

The report contains a summary on how states are responding to health worker shortages, followed by a state-by-state summary.

Key findings include the following:

- 44 states have established task forces or commissions to study the healthcare workforce shortage
- 90% of states reported that nursing shortages are a major concern.
- 70% of states reported that pharmacist shortages are a major concern.
- More than 50% of states reported shortages of:
 - ◆ Certified nurse aides
 - ◆ Home health aides
 - ◆ Radiologic technologists
 - ◆ Dentists
- The most common response strategies involve scholarship and loan repayment programs for health professions.
- 50% of all states have initiatives to market health careers.

What does all this mean for HOSA?

HOSA clearly serves an important national need by promoting career opportunities in health care. Local chapters can take an active role in this effort and are encouraged to:

- **Contact your state's Task Force, Committee or Commission – and tell them about HOSA.**
- **Conduct activities that promote Health Occupations/Health Science Education in area elementary and middle schools.**
- **Establish active partnerships with local healthcare agencies and assure that they know about the good things your HOSA chapter is doing.**

Although the health and education communities have a major stake in the health workforce and have undertaken many efforts to address the shortages, their efforts alone have not been successful in preventing or reversing the shortages. States have a role to play in addressing health worker shortages, and HOSA chapters should be active participants in such efforts.



A View from the Judges' Table



The following information is offered for those interested in parliamentary procedure – whether or not you use it for competitive purposes. While it is not advised to study or perform to a test, this information is organized according to the Judge's Rating Sheet for Parliamentary Procedure as found elsewhere on this HOSA website.

Part A. Proper Order of Business

Call to order. The current edition of Robert's Rules of Order Newly Revised (RONR) does not make specific mention of the use of a gavel when calling a meeting to order, but most parliamentarians using RONR (10th ed) agree that one firm rap of the gavel is sufficient before announcing, "The meeting will come to order" or "The meeting will be in order."

RONR (10th ed.) p. 24, I. 17-18. (The footnote on page 25 states, "The order of business is separate and distinct from the procedure of calling a meeting to order, which is not a part of the order of business.")

Reading and approval of minutes. Minutes are the record of proceedings of a deliberative assembly. For the complete content of minutes refer to RONR (10th ed.) p.452-454. The secretary signs the minutes, but the practice of using Respectfully submitted on the minutes or reports is outdated. Proper wording by the presiding officer when seeking to approve the minutes is, "Are there any corrections to the minutes?" (Since an addition of information is a correction, the phrase 'additions or corrections' is not proper.)

Treasurer's report. This report may consist of a verbal statement of the cash balance on hand – or of this balance less outstanding obligations. Such a report requires no action by the assembly. RONR (10th ed.) p. 459 I. 27-30

Committee report(s). A report of a subordinate board or committee is an official statement formally adopted by, and submitted in the name of, the reporting body, informing the parent assembly of action taken or recommended, or information obtained. RONR (10th ed.) p.485 I.10-14. Reports are generally not adopted. RONR (10th ed.) p.490 I.10-21

Unfinished business. This is business carried over from the previous meeting via committee or postponement. The presiding officer should know if there is any unfinished business to come before the assembly. Several competitive teams improperly use the motion Lay on the Table to carry business over to the next meeting. Lay on the Table enables the assembly to lay the pending question aside temporarily when something else of immediate urgency has arisen. Please refer to RONR (10th ed.) p.201-210.

New business. This is the time to bring a new item of business before the assembly through a main motion.

Adjournment. When all business is completed the meeting is adjourned. The adjournment may be signaled by a single rap of the gavel, if desired. RONR (10th ed) p.234 I. 16-17. (While necessary for closing a meeting, adjournment is not part of the order of business.)

Part B. Motions.

For competitive purposes, each team is assigned six (6) specific motions it must use. For a judge to give maximum credit for these motions, the following items must be considered: making the motion, seconding, stating the question by the chair, debate on the question, putting the question, and announcement of the voting result. A judge



may not credit a team with a high score if a motion is made but carried no further because it does not receive a second, since the team has not demonstrated that it knows the proper action for such a motion.

As a judge it would be interesting to see teams use 'general' or 'unanimous consent.' RONR (10th ed) p 51-54. My recommendation for using general consent would be for approval of the minutes or when adjourning the meeting.

Proper verbiage for the presiding officer to use when the minutes have been read is "Are there any corrections to the minutes?" (Pause briefly to allow for corrections. If no one offers a correction, proceed.) "If there are no objections, the minutes are approved as read." Again pause briefly, and if there are no objections, state, "The minutes are approved as read." If someone objects to approving the minutes as read they say, "I object," and the chair will then call on that member for a correction to the minutes.

To adjourn a meeting using general consent the chair says, "Without objection, the meeting is adjourned." Pause briefly to be sure there is no further business to come before the assembly and then say, "The meeting is adjourned."

For competitive teams who operate under a strict timeline, as well as for regular business meetings, general consent is a means of speeding things along. No member's rights are infringed upon, yet this process is much quicker than asking if the assembly is ready for the question, taking the vote, and announcing the result.

Part C. General Parliamentary Procedure.

The quality of debate among HOSA competitive teams is generally very good; there are innovative comments, and the chair knows to take alternate views. All the members have ample opportunity to speak, so there is no need for everyone to jump up and address the chair at the same time. As a team, you are familiar with each other and know what you are saying, but sometimes it is difficult for the judges to hear you, so please speak loudly and clearly.

Most of the presiding officers are very knowledgeable and do a terrific job of guiding the teams, but once in a while the chair forgets to stand when presiding – perhaps you are too informal when practicing? Occasionally a team develops nervous giggles. No judge will deduct points if the chair calls a short recess or 'stand at ease' so the team can get themselves under control. RONR (10th ed) p.80 l. 29. Use it as an opportunity to show your knowledge of another parliamentary motion!

I have been asked how a team is judged if it makes a mistake and corrects it immediately. My answer is that as a judge we are looking for your knowledge of parliamentary procedure. The competitive team shows its knowledge by making the proper correction.

Terry Biles
National Association of Parliamentarians

HOSA Members Participate in National Parliamentary Procedure Convention

One of HOSA's valued partners, the National Association of Parliamentarians, held its 34th National Biennial Convention on September 21-24, 2003 at the Hyatt Regency Riverwalk in San Antonio, Texas. HOSA National Officer, Kay Speer, Postsecondary/Collegiate Board Representative, represented HOSA at the event. The HOSA parliamentary procedure team from Northside Health Careers High School performed a demonstration for the convention delegates.

HOSA wishes to thank Terry Biles, RP, NAP Youth Committee Liaison for HOSA, and all the registered parliamentarians who annually serve as judges for the HOSA Parliamentary Procedure competitive event.

HOSA members from
Northside Health Careers
High School



Kay Speer addresses the delegates during the Opening Session of the NAP convention while Alice Ragona, NAP Youth Committee Chairman looks on.

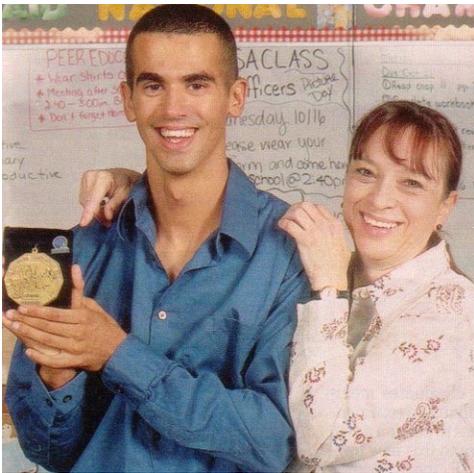


Partnerships

Lauren Zelniker

And the HOSA members of North Miami Senior High School

Lauren Zelniker is a HOSA Advisor who teaches health science education at North Miami Senior High School in Florida. In January 2003, Mrs. Zelniker was named the Region II Teacher of the Year for Miami-Dade county. Like many other HOSA advisors, she seeks to inspire as well as teach, and still finds time to care for her family and play an active role in her community.



In 1998, Lauren Zelniker left her position as a Registered Nurse in a local hospital to teach at North Miami Senior High School. She has found that the similarities between being a nurse and being a teacher are striking. "As a nurse, you automatically teach the patient how to take care of themselves. With kids, you're there to teach and to promote good health."

Growing the health science program from eight to over 170 students in a short span of three years, Lauren creates a life clinic in her classes. Her students are challenged to excel, and they succeed.

One of Lauren's success stories was told in the January 31, 2002, issue of *Woman's World* magazine. It's the story of Yoel Monzote.

In ninth grade, Yoel was told he was going to be kicked out of school for skipping too many days of school. While the thought of freedom was inviting, Yoel had hoped to be the first in his family to graduate from high school. He got his second chance and enrolled in tenth grade. One of his classes was health science with Lauren Zelniker.

Unlike many teachers, Lauren Zelniker (or "Miss Z" as her students call her) had high expectations for Yoel. First, she encouraged him to succeed in class. As Yoel's grades improved in all his classes, Lauren knew Yoel was capable of more, and encouraged him to join HOSA.

In his junior year, Yoel continued in the health science program and HOSA. With the help of his HOSA advisor, he and his teammate placed first in regional competition in First Aid/CPR and third in state competition.

Not ready to give up, Yoel continued to work hard in school and in HOSA his senior year of high school. He and his partner, Steven Quintana, won their regional and state competition in CPR/First Aid, and then set their sights on Anaheim, California.

Yoel and Steven competed in CPR/First Aid at the 2002 National Leadership Conference. They did well on the Round One test and advanced to the skill round. After the skill round, they felt good about their performance, but had to wait until the Awards Session on Saturday to get the final verdict.

When the results were read, Yoel and Steven were called to the stage as finalists. Then came the results. A team from Texas was announced as the third place winners. Second place went to a team from Colorado. And then after a few seconds that felt like an eternity, the announcement of the event winners - and Yoel Monzote and Steven Quintana were National Champions.

In addition to a full scholarship to Miami Dade Community college and a national title with HOSA, Yoel was honored by the city of North Miami with one of the Mayor's Economic Task Force Scholarships. Yoel credits Lauren Zelniker as the inspiration for his success. "Mrs. Zelniker was the one person who really guided me," Monzote said. "She would stay every day after school helping me out, and gradually became the mother I never had."

Lauren Zelniker is clearly an inspiration to her students. She recognizes the value of HOSA in marketing her program and providing opportunities for student achievement. She also recognizes the value of HOSA leadership and serves as a HOSA Regional Advisor in Florida. She is a Board Certified teacher and is actively involved in school leadership roles.

HOSA congratulates Lauren Zelniker and all the members of North Miami Senior HOSA for setting a standard of HOSA excellence!



COMPETITIVE EVENTS

COMPETITIVE TIPS FOR CHAPTER ADVISORS

HOSA advisors often ask for suggestions when helping to prepare their HOSA members for State and National Competition. **Here are some competition tips that might make a difference!**

Practice – There is no substitute for lots and lots of practice. Study, study, study. Practice, practice, practice. In most events, the knowledge and skills of the event winners is OUTSTANDING.

Start Early - Many national winners are in their second year of doing the event. Those competitors work all year to prepare themselves for State and National competition. Chapter advisors should be helping students select events in the fall and not two weeks before the conference.

Consider the Odds – Some events have fewer competitors than others, so mathematically, the odds are in the favor of those who choose these events.

Follow the Guidelines – That means practicing using the event rating sheets by conducting simulated events. Rather than try to find “experts” in your school to teach you how to do the event, focus on the HOSA guidelines and every single item on the event rating sheet.

Do HOSA in the Classroom - Many instructors use HOSA events in the classroom as a means of supporting classroom instruction. Having students serve as event managers and judges can be a valuable learning experience. Just be sure that what is done is consistent with instructional outcomes.

Work with Events at the State Conference and NLC – Many advisors find that they understand an event to the fullest after serving as an event manager or judge.

Make the Skill of HOSA Members Your Responsibility – BE SURE that before you take any student to competition that he/she has the skills to perform competently. This is particularly true with Category II events. To ask a student to compete in an

event where they clearly have not mastered the skills is extremely unfair to the student.

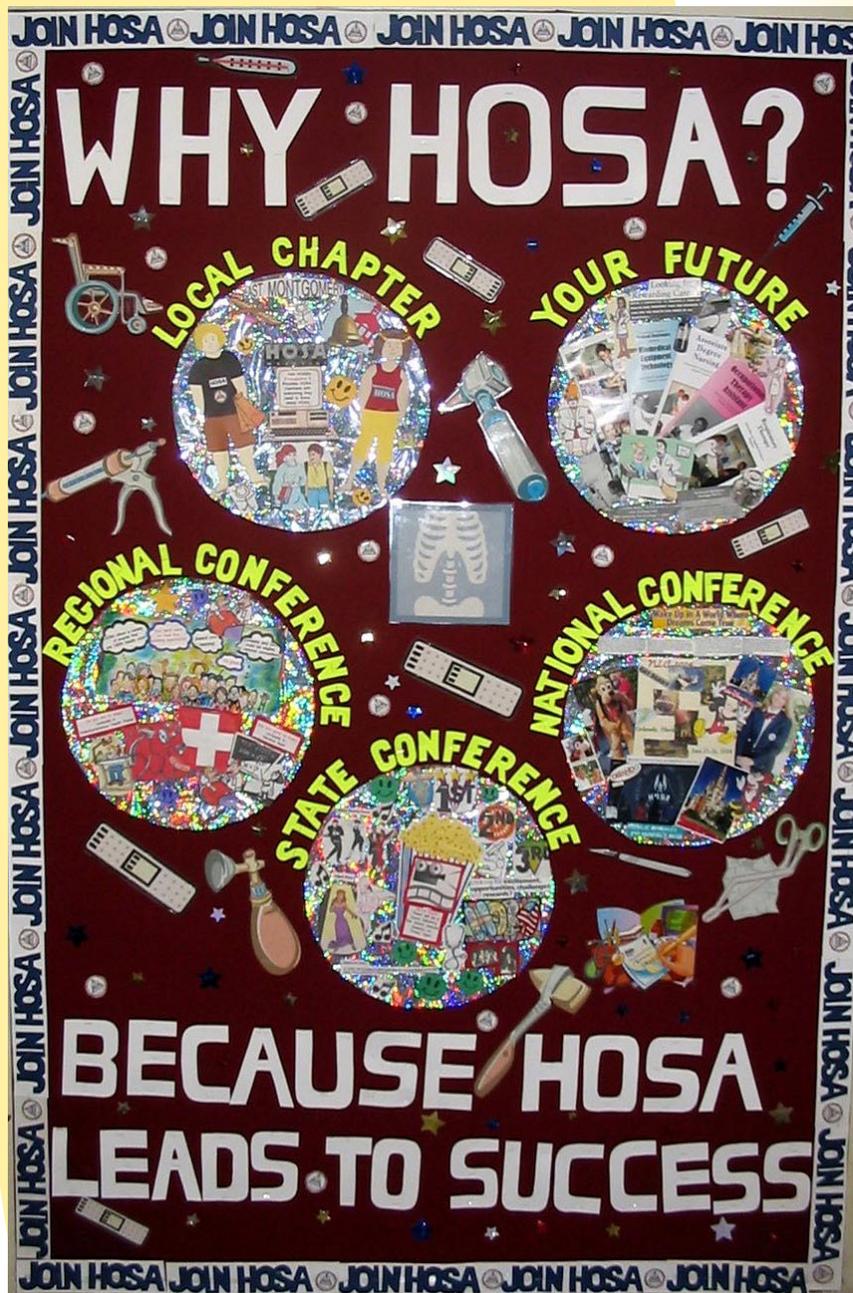
Make the Event Materials of HOSA Members Your Responsibility – Local advisors know what a good resume, cover letter, portfolio or notebook looks like. If you were grading the event materials in class and wouldn't award above a D, why would you allow the student to take the same event materials to a state or national conference?

Understand the Big Picture – The HOSA competitive events program is not about getting as many warm bodies to competition as possible. The HOSA competitive events program is about excellence in learning. Raise the bar for your students. Help them understand the big picture. Help them compete at a level where, win or lose, they will feel as though they have accomplished something.

Play Fair – Set an ethical example for your students by assuring that they are the ones competing (not you) and that you follow all the rules without looking for an edge, advantage, or special treatment. Be more concerned about the student than you are the medal, and be sure to recognize all students who work hard and do their best – not just the eventual winners.



BULLETIN BOARD AT EAST MONTGOMERY HIGH SCHOOL



Carolyn Green, HOSA National Secondary Board Representative created this bulletin for the school's main entrance. When State Congressman Hayes visited the school, Carolyn was asked to explain the significance of the items on the board.

Nice job, Carolyn!



Chapter News

FUNDRAISING *for HOSA Chapters*

Participation in HOSA beyond the chapter level often involves a variety of costs, ranging from travel and registration to the purchase of specialized competitive event materials. HOSA advisors are often bombarded with a variety of options and opportunities for chapter fundraising.

While the majority of the ideas and materials provided by fundraising companies are safe and ethical, there exists the possibility that some fundraising recommendations may conflict with local law or school district policy. Chapter advisors and HOSA members should review school fundraising policies prior to the beginning of their efforts.

Any fundraising that will entail the sale of products should be carefully monitored and supervised by the chapter advisor. It is also recommended that before selecting a vendor for the product that the chapter leadership review the fundraising information published by the Association of Fund Raisers & Direct Sellers (AFRDS). Tips on fundraising and related checklists can be found on the AFRDS website at www.afrds.org.

The AFRDS website contains a fundraising tool kit that can help chapters make sound fundraising decisions. The site includes questions to ask a company before hiring them; details to watch for when signing a contract; money handling tips; suggestions for workplace fundraising and much more.

Other HOSA fundraising tips:

When fundraising for a charity such as the American Cancer Society, consider participating in one of their programs, such as Relay For Life. Such an activity provides participation in an important event without having to do as much organizing and planning.

Another option for a charitable organization involves collecting donations at a school or community activity – such as a football game. This provides cash donations with less effort and bookkeeping.

NEVER let an individual HOSA member accumulate excessive debt. For example, when selling candy, never give an individual student more than \$50 worth of candy. Make sure the member turns in outstanding money before he or she is given more candy to sell.

KEEP VERY CAREFUL RECORDS!

Be sure HOSA members know the expectations for fundraising, and always provide opportunities for members who do not wish to participate in fundraising. (For example, allow non-fundraisers to donate \$20 to the chapter and earn full credit for participation in the activity.)

If possible, involve parents in fundraising efforts. They may have ideas that will raise solid funds for the chapter with minimal time and effort from chapter members and the advisor.



Tips on fundraising and related checklists can be found on the AFRDS website at www.afrds.org.

