

# 2023 - 2024

## Competitive Event Management Guide: A Tool for Implementing CE at the State Chartered Association Level



This guide outlines the process of implementing Competitive Events. Use the [Quick Glance section](#) for the cliff notes version of key TO DO items in CE planning. Use the [Table of Contents](#) or the “search” (command F) feature to find specific content within this document that is relevant to your needs. There are numerous hyperlinks throughout the document that will take you to external sample files you can view/download or to specific sections within this guide. This guide can be modified and sections used as a template for state-level processes.

## QUICK GLANCE TO DOS AND SUMMARY

### STEP 1: Establish CE Team and Volunteers

- ❑ Don't try to do everything yourself - find the right people to put into the positions you need.
- ❑ Fill core [CE Team Member roles](#) (Category Chairs, Event Lieutenants, Judge Coordinator, Tabulations Team)
- ❑ Find volunteers to run events (Event Managers, Sections Leaders, Timers, etc.) and give them [job descriptions](#)
- ❑ [Orient volunteers](#) running the events

### STEP 2: Create CE Schedule / Agenda

- ❑ Estimate how many competitors you will have in each event. We use an [Event Summary Chart](#) and plan for 10% growth in numbers.
- ❑ Determine how many sections per event are needed; how many minutes the [intervals](#) are; & how long it will take to complete each event.
- ❑ Determine what skills you will use based on physical location of skills (i.e.: hotel vs nursing lab), and equipment available. If taking skills off-site, use the [Event Site Planning Guide](#).
- ❑ Create a [Room Chart](#) that shows where each event will take place, in what room, and when.
- ❑ Determine the [Room Set](#) for each room used. This will go to your hotel/convention center so they know how the room needs to be set up. Schedule similar events in rooms back to back to avoid flipping sets.
- ❑ Determine if you will use a [Testing Center](#) (with [job descriptions](#)), [POD Rooms](#), [Display Rooms](#).
- ❑ Determine the use of the [HOSA Digital Upload System](#) and any [pre-judging](#) for your state.
- ❑ Communicate your state plan. Share applicable deadlines with membership, events you don't offer, any modifications to events for your conferences.

### STEP 3: Prepare Equipment and Supplies

- ❑ Check your existing inventory to see what you have. Do you have an inventory of supplies in storage? [Sample equipment inventory](#).
- ❑ Use the [Equipment List](#) as a checklist of what you need to run each skill and each event.
- ❑ How are the supplies for each event organized for event volunteers to use? Do you use boxes, storage totes, accordion files, etc? Prepare any needed documents using an [Event Box Checklist](#).

### STEP 4: PLAN TESTING

- ❑ How will you administer testing?
  - Online tests ahead of the conference, at the conference - used to qualify or not?
  - Scantron tests at the conference?
- ❑ How many will advance? This will play a part in the CE Schedule and agenda.

### STEP 5: COMMUNICATE WITH YOUR TEAM

- ❑ How will all of the volunteers helping to run CE know what to do? We create [Event Specifications](#) for Event Personnel and [Judge Fact Sheets](#) for the Judges for each event. Templates for all events are included in the State Advisor Dropbox folder.

- ☐ Write skill scenarios to be included on the Judge Fact Sheets. Or use the samples provided in the Scenario Toolkit in the State Advisor Dropbox folder as a guide. Find experts in industry to help (Board Members and industry partners).
- ☐ Communicate the event timing - [FS, CPS, DD, PH round 2, and PP use flowcharts](#) to help.
- ☐ Do you have a plan in place for [event evaluations](#)? How are you collecting feedback from competitors, volunteers, and judges?

## STEP 6: PREPARE JUDGES

- ☐ How many judges will you need? In skill events that are objective it is one judge per section (some skill events like CPR need 1 judge/competitor). In subjective team/presentation events ideally it is 3 judges per section. [Sample Judge Planning Chart](#).
- ☐ Orient your [Judge Coordinator](#) to their role.
- ☐ Determine how judges will sign-up to judge. Consider using the new HOSA Judge Recruitment system
- ☐ Recruit judges. [Sample emails and invitation letters](#).
- ☐ Orient judges (online, in-person, both?) Use the Judge Fact Sheets in the State Advisor Dropbox to guide the orientation.

## STEP 7: SCORING AND TABULATIONS

- ☐ Decide how you are scoring competitors (hard copy of rubrics, google form, scantrons, tablets)
- ☐ Prepare scoring method (print from guidelines, scantrons aligned to the rubrics are provided)
- ☐ Train your Tabs team.
- ☐ Do you use a [Tabulations Guide](#)? This is a manual that shows your Tabs team how many sections, what time the events start, how many to advance, etc.
- ☐ How will you communicate what happens in events with Tabs? If someone is a no-show or has a dress code violation, or other violation, how will Tabs know this? Sample Event Summary Form for [sections](#) and the [event as a whole](#).
- ☐ Closing PowerPoint for Awards - use the auto generated sample from CMS. Who on the team is in charge of this?

## STEP 8: ON-SITE AT CONFERENCE

- ☐ Ensure you empower everyone to complete their assigned roles successfully - you are NOT the only person who can put out fires and answer questions. Train your staff and volunteers and communicate their role.

## STEP 9: POST-CONFERENCE

- ☐ Send thank you notes to judges and volunteers.
- ☐ Compile results from your evaluations and make plans for improvement.

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  - i. These are important communication notes between HOSA staff and the volunteers managing individual events. It summarizes the details of the event all in one place.
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  - i. These are the cliff notes versions of the guidelines that can be given to judges to help orient them to their role in judging. Samples of the Judge Fact Sheets are available for HOSA State Advisors in their State Advisor Dropbox
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# 1. CE PROGRAM

## HOSA COMPETITIVE EVENT PROGRAM OVERVIEW

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HOSA advisors have many options and opportunities for helping students succeed. One of the BEST tools we use to challenge and encourage our students is the HOSA Competitive Events Program. Health Science and Biomedical Science students need to learn classroom content, but preparing for a health profession takes more than information. We recognize the need for each student to belong, to feel a sense of being a part of something important and recognize their unique potential for success.

That is why HOSA is the single most effective tool for student success. The minute a student enters our program, he or she is a part of something important. HOSA-Future Health Professionals, and the HOSA Competitive Events Program provides opportunities for ALL students to be an active, contributing member of HOSA.

### **HOSA Competitive Events Management**

Each and every one of us who works with HOSA is committed to the highest standards when implementing the HOSA Competitive Events Program. Integrity, honesty, trust, respect, playing by the rules, and teamwork – these define not only the goals of event management, but also the vision of our organization.

Competitive events management starts with the Competitive Events Management Team, and includes the State Advisors, Event Managers, Judge Manager and state event personnel. Everyone must work together and operate on the same page in order for the HOSA Competitive Events Program to achieve the level of success that we all desire.

The HOSA Competitive Events Management Team is a group of volunteers who represent a number of HOSA state chartered associations. They serve as a liaison between HOSA CE and their state's competitive events program, help to ensure that our guidelines and event management tools are the best they can be, and support state sponsors in the management of events at the HOSA International Leadership Conference.

### **A Tool for CE Management Team Members**

The members of the HOSA Competitive Events Management Team use the content from this guide to provide a consistent set of policies, practices and resources for international event management.

### **A Tool for State Advisors**

By using HOSA-Future Health Professionals' processes and materials, states can create a seamless transition for HOSA members from region-level to state-level to international-level competition and improve opportunities for success for both HOSA members and chapter advisors. We urge state advisors to cut, paste, print and share this management guide with their state event personnel.



## ACKNOWLEDGEMENTS

The HOSA Competitive Events Management Guide was first published in 1997 to assist the members of the Competitive Events Program in delivering a quality HOSA International Leadership Conference. The documents it contains are the result of over twenty years of Competitive Events teamwork, coordinated by the Director of Competitive Events:

89 - 90	Dr. Joyce Brandt	(IA)
91 - 92	Jay Greaves	(UT)
93 - 94	Kim Smith	(NC)
95 - 96	Dr. Jane Muhl	(IA)
97 - 98	Karen Batchelor	(TX)
99 - 00	Carla Maloy	(OK)
01 - 03	Danita Sheppard	(NC)
04 - 05	Elizabeth Bullock	(KY)
06 - 07	Lara Skaggs	(OK)
08 - 09	Anne Regier	(TX)
10 - 11	Jen Staley	(CO)
12 - 13	Jan Mould	(TN)
14 - 15	Laura Fink	(FL)

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*Leadership is providing  
inspiration & vision, then  
developing & empowering  
others to achieve this vision.*

~ Marshal Goldsmith

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Beginning with the 2015-2016 membership year, HOSA Management coordinated the publication with the assistance of the entire CE Management Team.

Every Competitive Events Management team brings their unique contributions to improving HOSA event processes. Competitive Events Management teams are supported by consistent and wise management from HOSA's Headquarters Management firm.

This guide is designed to be used by the Competitive Events Program Leadership, State Advisors, State and HOSA Event Managers, Judge Managers, and any other HOSA volunteer who wishes to provide a quality Competitive Events Program for HOSA members. It is through the delivery of a **QUALITY** experience for HOSA members that the HOSA Competitive Events Program contributes to the goals of Health Science Education.

# HISTORY AND SUMMARY OF THE CE PROGRAM AND SECTION B COMPETITIVE EVENTS HANDBOOK

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

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

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

The complete HOSA HANDBOOK currently comprises three major sections, each published as a separate document and available on-line from HOSA – Future Health Professionals. This publication plan is designated to facilitate ease of use of the separate sections by HOSA chartered associations and local HOSA chapters for particular purposes and in combination for total perspective. In addition, separate section publication expedites addition of sections and individual section revision as the need arises.

Sections include the following:

*HOSA HANDBOOK - SECTION A: HOSA - THE ORGANIZATION.  
First Edition 1982; Revised Annually as needed.*

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

*HOSA HANDBOOK - SECTION B: THE HOSA COMPETITIVE EVENTS PROGRAM.  
First Edition 1982; Revised Annually.*

A necessary instructional resource for HOSA chapter members and the local Health Science teacher/HOSA advisor is Section B. Section B provides all current information pertaining to the HOSA Competitive Events Program to enhance leadership and technical skill development in the classroom and to guide competition at the local, district/regional, state and international levels. This publication includes General Rules and Regulations; specific Competitive Events Guidelines (including



competency based performance rating sheets); and Competitive Event Appendices – all procedures pertaining to administration of, preparation for and participation in HOSA competitive events.

*HOSA HANDBOOK - SECTION C: GUIDE TO ORGANIZING AND MANAGING A HOSA CHAPTER.  
First Edition 1985, Revised Annually as needed.*

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

Activities and procedures within HOSA-Future Health Professionals are governed by the philosophy of simple fairness to all. Therefore, the policy of HOSA-Future Health Professionals is that all operations will be performed without regard to race, religion, sex, or national origin, as well as reasonable accommodations with disabilities and accessibility requirements on public accommodations. HOSA is in compliance with the Americans with Disabilities Act of 1990.

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

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

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

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

Efforts to update and revise Sections A, B, and C were initiated and authorized by the Board of Directors of HOSA, Inc. under Board Chairmen James Keeton (TX), Lorraine Summers (IL), Barbara James (SC), Ruth-Ellen Ostler (NY) and Norma Walters (AL).

The first revisions to this publication were originally coordinated by the National HOSA Communications and Related Materials Committee under the direction of Ruth Mulford (NY) and Helen Swaincott (PA)



and the Competitive Events committee under Barbara James (SC), Kent Ray (MI) and Ruth-Ellen Ostler (NY).

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

Dr. Joyce Brandt (IA) is recognized for her years of support in the creation of the Competitive Events Test Bank. A special thanks also goes to Karen Batchelor (TX) for the oversight and maintenance of the test bank. The oversight and maintenance is now in the hands of Laura Fink (FL) and Denise Abbott (UT).

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

## OVERVIEW

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

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

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

Regardless of whether members receive a medallion in competition, *the real benefit of the Competitive Events Program is realized when the member prepares for competition.* Members gain confidence in their abilities when they improve their health care skills in preparation for competition. The pride of



representing the chapter and/or chartered association builds when members enter a competitive event. Focus should be on preparation over placement.

The competencies developed by members in competition build a foundation of confidence and skills that will last a lifetime.

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

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

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

## **EVENT PREPARATION**

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

- a. Talk with the HOSA chapter advisor and let them know their interest in entering a competitive event.
- b. Review the HOSA Competitive Events Program and select the event that is consistent with their career objective.
- c. Visit [www.hosa.org](http://www.hosa.org) for the current edition of the specific event guidelines, [General Rules and Regulations](#), and [Appendices](#).
- d. Study the detailed guidelines and the judge's rating sheet(s) to know the criteria by which competitors are evaluated.
- e. Practice, practice, practice and practice the event at the local chapter level before competing.
- f. Talk with other members who participated in competition previously and gain as much as possible from their experiences.



- g. Ask the chapter advisor to conduct event simulations in the classroom to allow all members to have an event experience. Practice with local community professionals as appropriate.
- h. Know all rules and procedures for the event in which they are entering to avoid point deductions.
- i. Enter competition and carefully review all instructions to event participants.
- j. Enjoy the competition because the real benefit of competition was realized in the preparation.

## JUDGES

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

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

## Everyone Can Be A WINNER!

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

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

By taking advantage of the many opportunities available for involvement and leadership roles, HOSA members will be more confident than students not actively involved in chapter activities. The Health



Science classroom builds health care skills; HOSA helps build a confident health care professional able to achieve success in a rapidly changing and competitive industry.

## **TYPES OF EVENTS**

HOSA offers events in seven categories. 1) Health Science 2) Health Professions 3) Emergency Preparedness 4) Leadership 5) Teamwork 6) Recognition and 7) Academic Testing Center. The first five categories are “competitive” and only the top scoring individuals and teams are recognized. The 6<sup>th</sup> Recognition category offers events that seek to recognize accomplishments at the individual, chapter, or chartered association level. In recognition events, HOSA members are asked to meet a standard. Those who meet the standard are awarded a pin, certificate or plaque, depending on the event. Medals are not awarded for first, second and third place; and these events are available to members in addition to their chosen competitive event. For more details about events in the Recognition category, read the specific event guidelines.

The seventh category is a series of events offered as part of the National Geographic Learning Academic Testing Center. These events are available in addition to events in the other six event categories. For full information, [view the event guidelines](#).

## **IN SUMMARY**

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

## **2. INTEGRATION WITH HEALTH SCIENCE CLASSROOM**

[On-Demand Classroom Activities](#)

## 3. CE MANAGEMENT TEAM

### CE MANAGEMENT TEAM STRUCTURE

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Serving on the HOSA Competitive Events Management Team involves multiple responsibilities, both in the decision-making process and in event management. The following descriptions serve as an outline - although as with all true "team" efforts, the lines of responsibility sometimes blur as the goals of the organization and the needs of individual members are met.

#### HOSA MISSION STATEMENT

The responsibilities of the Competitive Events Program are in keeping with the mission of HOSA.

***The mission of HOSA is to enhance the delivery of compassionate, quality health by providing opportunities for knowledge, skill and leadership development of all health science education students, therefore, helping the students to meet the needs of the health community.***

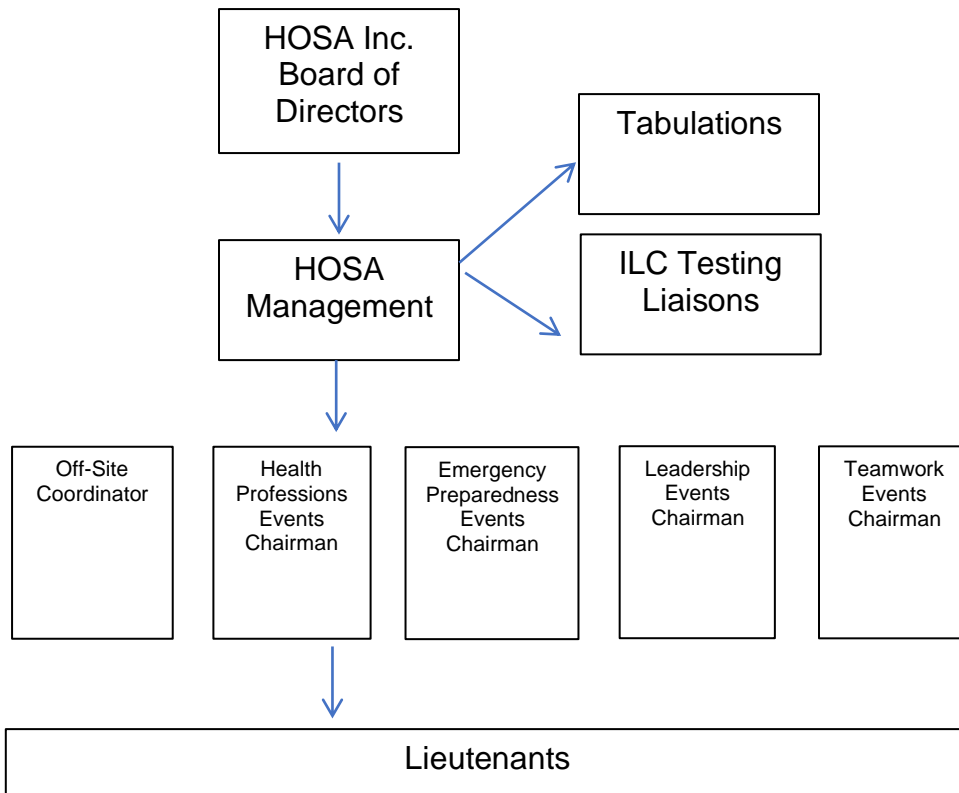
#### CE MANAGEMENT TEAM APPOINTMENT AND TERMS

The team of individuals who provide leadership for the HOSA Competitive Events Program are appointed volunteers, selected by invitation.

- \* Members are appointed by the Chairman of the Board of Directors with the recommendation of HOSA Management. HOSA Management collects names of potential team members throughout the year who have demonstrated the attitude and skills necessary to make a successful member of the team.
- \* Members are appointed to a three-year term and may be appointed to an additional three-year term. Some members may be asked to serve a second term, others are not, in order to maintain a rotation of states and balance in CE membership. Additionally, some members may be asked to serve a one-year intern term before being appointed to a three-year term.
- \* Regardless of years served, a CE Management Team member who fails to fulfill the responsibilities of his/her position will no longer be a part of the CE Management Team.
- \* Additionally, CE Team members must take an active role in assisting at the state chartered association level. One main goal of the CE Team is to take best practices and lessons learned back to the state level. CE Team members who no longer assist at the state level may be asked to end their term to allow other state level CE people to take part in the HOSA CE Team experience.
- \* A person may be re-appointed after not serving for two consecutive terms.
- \* Members may serve two additional three-year terms in the position of Category Chair.
- \* Roles may be added or removed as needed by the HOSA Management Team
- \* The Category Chairs and HOSA Management form the CE Leadership Team. (a sub-group of the CE Management Team)

## CE MANAGEMENT TEAM STAFFING STRUCTURE

The Competitive Events Program is administered according to the structure presented below:



### ***Non-voting members could include the:***

- ◆ *Chairman of the HOSA Inc. Board of Directors*
- ◆ *Chair-Elect of the HOSA Inc. Board of Directors*
- ◆ *National Officers*
- ◆ *Others as designated by HOSA Management.*

Program staffing strives to maintain a **diverse representation from a variety of states and representing various membership categories** (Middle School, Secondary and Postsecondary/Collegiate; Local Advisor, State Advisor, Administrator, and Professional.)

All policies and practices of the Competitive Events Program are consistent with the HOSA-Future Health Professionals Bylaws and the HOSA Mission Statement.

## CE MANAGEMENT TEAM MEETINGS

CE Management Team members make recommendations regarding event guidelines, work with health professional organizations and publishing/medical reference companies; and attend two, full-day meetings annually.

### **FEBRUARY (Date, time and location announced annually)**

The purpose of the meeting is to



1. Conduct planning related to Competitive Events as a result of inquiries to management and event guideline review
2. Review ILC Event processes
3. Analyze evaluations from the previous International Leadership Conference
4. Consider agenda items related to competitive events.

## **ILC**

- On Sunday . . .**
  - Leadership Team considers agenda items related to competitive events (afternoon / evening meeting)
- On Monday . . .**
  - Whole team meets to plan for ILC
  - Review ILC schedule/responsibilities
- On Tuesday. . .**
  - Meet with hotel staff regarding room layouts, etc.
  - Check tests, equipment, event materials, etc.
  - Site visits to events held outside the hotel.
- On Wednesday . . .**
  - Event Manager & Judge Manager Orientation if not held via Zoom prior to ILC.
- On Thursday. . .**
  - Manage the HOSA competitive events process
- On Friday. . .**
  - Manage the HOSA competitive events process
  - Finalize event feedback and suggestions, attend CE meeting if scheduled
- On Saturday. . .**
  - Leadership Team meets briefly to de-brief and wrap-up

## **THROUGHOUT THE YEAR**

It is important to have CE Management Team members on the agenda of their state's summer teacher conference, fall leadership conference, etc... doing workshops and sharing policies, processes, and updates. Competitive events are important to the local HOSA advisor– it is important to figure out ways to ensure that the HOSA advisors are receiving accurate information; therefore, CE Management Team members should always be visible in their state!

## **EVENT GUIDELINES**

The HOSA-Future Health Professionals Headquarters is responsible for maintaining the integrity of the competitive event guidelines. It is the responsibility of the CE Management Team to assure that the guidelines are accurate and appropriate.

CE Management Team members are encouraged to read the guidelines carefully. Do the guidelines make sense? The CE Management Team member may find it helpful to sit with someone who has never seen the guidelines and identify questions which arise as the person reads the guidelines.

For events with "resources" (books and other publications) - check to be sure the resource is still available and current by checking the Master Event Resource list on HOSA's website at <http://www.hosa.org/CEUsefulTools> . If new resources are needed, the CE Management Team members may make recommendations.

It is the responsibility of all CE Management Team members to be thoroughly knowledgeable with the General Rules and Regulations in the HOSA – Future Health Professionals Handbook, Section B.

### **CE MANAGEMENT TEAM FUNDING**

Local agencies (schools) and the State Association are asked to help with the expenses involved in traveling to one ILC planning meeting in February, and all expenses to the ILC in June. If neither the school nor state has the funds to help with these expenses, a person interested in serving on CE should contact HOSA-Future Health Professionals. HOSA-Future Health Professionals has a limited budget to help pay costs not covered at the local or state level and will visit with each potential CE member to determine financial support needs.

# COMPETITIVE EVENTS INTERN PROGRAM

## WHAT

An opportunity to work with the HOSA Competitive Events Management Team (CE Team) at the HOSA International Leadership Conference.

## PURPOSE

We are always looking for outstanding individuals to take on a leadership role.

In order to assure that HOSA meets the needs of chapters, advisors must have a voice in conference planning and management. Our CE Team members do their part to assure that HOSA competitive events are meeting the learning needs of Health Science students and the highest educational standards expected by state educational agencies.

The internship program is a method for identifying future CE Team members when positions become available. The internship gives the CE Team a chance to get to know the interns and their work skills and gives the interns a chance to determine if serving on the international team is a good fit for them.

## REQUIREMENTS

- The CE Intern Program is a volunteer position.
- There are two options for interns, depending on the needs of the CE Team:
  - 1) Week-long Intern (during ILC)
    - Interns will arrive Tuesday or Wednesday of the ILC week.
    - Interns will be assigned to shadow and work with various CE Lieutenants in an observational role at ILC.
    - Based on their availability (considering commitments to their local chapter and their state), interns will work out a schedule in which they are available to work with members of the CE Team. Ideally, this schedule will include a good portion of the day on Wednesday, Thursday, and Friday.
    - Interns and CE Team members complete their work on Friday late afternoon and have no CE responsibilities on Saturday.
  - 2) Year Long Intern
    - Occasionally, an intern position may open up for a full year (i.e.: September – June) to fill vacancies on the team.
    - These year-long interns are asked to attend the February team planning meeting in Dallas, as well as attend ILC and participate in CE planning Monday – Friday of ILC week.
    - The year-long interns are given a more active and robust role on the team, serving as Lieutenants (with extra support of course) and taking on duties like the other Lieutenants.
    - Duties include leading 2-4 events at ILC, reviewing ILC planning files for accuracy and content, making contact with Event Managers in assigned states, making contact with judges for their assigned events, etc.

- After the February in-person meeting in Dallas, there are typically monthly zoom calls leading up to ILC, as well as bi-weekly (approximate) email requests for assistance in CE planning items. While it is difficult to estimate the exact number of hours CE Lieutenants contribute, it is a commitment. May and June are a heavier workload as that is when the communication with event staff begins.
- CEUs are awarded to CE Team Members.

## **SELECTION PROCESS**

- The CE Chairs and HOSA Management work together to identify states who could benefit from having a member on the CE Team, and whose membership on the CE Team will benefit the HOSA-Future Health Professionals organization.
- Notification will be sent to select State Advisors asking for nominations.
- State Advisors should take the following into account when thinking about potential nominees:
  - We are looking for the future of HOSA competitive events, and specifically, how the nomination can help move our organization forward.
  - We are looking for future CE stars - advisors who have the knowledge, confidence, and willingness to lead others.
  - We aren't necessarily looking for advisors who have been managing state events for many years. Rather, we are looking for someone that has the wisdom and energy to be successful at the international level and serve as a liaison to the state association.
- State Advisors will forward their nominee's resume to HOSA-Future Health Professionals for consideration
- Interns will be notified by May prior to ILC, or earlier if a yearlong position is being considered.

## **CE MANAGEMENT GUIDE**

After the Intern year, if a CE Intern is asked to join the CE Team, they must adhere to the "Competitive Events Code of Ethics/Guidelines" explained in the CE Management Guide. Potential Interns should review these responsibilities prior to agreeing to serve as an intern. State Advisors should also review these responsibilities prior to making any nominations.

## **INVITATION TO SERVE + DUTIES**

If invited to join the CE Team, duties outside of ILC week will include a one-day in-person meeting in February, monthly Zoom meetings leading up to ILC, reviewing materials sent via email throughout the year, and contacting Event Managers and Judge Managers for phone meetings before the ILC. The amount of time involved depends on the individual team member and his/her assignment(s). Continuing Education Units are provided to CE Team members for their work during the year.

## **FUNDING**

Local agencies (schools) and the State Association are asked to *help* with the expenses involved in traveling to one ILC planning meeting in February, and all expenses to the ILC in June. If neither your state nor school has the funds to help with these expenses and if you are still interested in serving, please let us know. HOSA-Future Health Professionals has a limited budget to help pay costs not covered at the local or state level and will visit with each intern to determine financial support needs.

# NATIONAL COMPETITIVE EVENTS TEAM

## CODE OF ETHICS / GUIDELINES

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The National CE Team is a group of hard working volunteers with a goal of delivering the highest quality HOSA Competitive Events experience for all HOSA members.

### Purpose

The Competitive Events Program is designed to motivate HOSA members and provide a system for recognizing the competencies developed by members through Health Science and Biomedical Science class instruction, related job training, and HOSA related activities.

### Philosophy

Competitive events are designed to motivate HOSA members to improve their knowledge and skills. HOSA does not provide competition for competition's sake. HOSA provides a HOSA competitive events program as a means of recognizing those students who are willing to pursue excellence by preparing for competition and having the determination to attend a conference and participate in a competitive event.

### Vision

The HOSA Competitive Events Team is committed to providing the best possible event experience for HOSA members. The “best possible experience” considers the quality of event management, fairness to all competitors, and a warm, compassionate event environment.

### Accountability

HOSA CE Team members have specified responsibilities, and CE management is hard work. *Members are asked to evaluate personal and professional responsibilities every year to be certain they have the time and availability to give to the team.*

### Team Concept

HOSA CE Team members work as a team, helping each other succeed. The working environment in Competitive Events Headquarters is open and honest. It is never “my event.” Success exists when the entire program is successful. Keep in mind that there may be more than one “right way” to do things. Think through decisions and opportunities. Don’t discredit an idea just because it is different.

### Big Picture

HOSA CE Team members think from an international perspective, following the principles and priorities established by HOSA leaders in years past. All decisions are made from the perspective of doing the “right” things for as many members as possible – as opposed to a local or state focus.

### Ethics

HOSA CE Team members are privy to confidential information; before, during and after HOSA meetings and conferences. Confidentiality is imperative. Management team members are asked to maintain the integrity of the work of the organization by not inviting students, co-



workers, or family members to join them in Competitive Events Headquarters.

### **Voice**

Members of the HOSA CE Team have an active voice in policies and processes related to the delivery of a quality competitive events program. CE team members are a part of the program. “They said this” or “they did that” is NOT a part of their vocabulary. Everyone on the CE team is “they” – and all work together in pursuit of excellence.

**Trust & Communication** For all HOSA CE Team members, open and honest communication is a must. Because the work of Competitive Events requires a great deal of decision-making, occasional challenges will arise. It is the responsibility of all HOSA CE Team members to maintain an environment of trust by effectively communicating with other CE team members, appropriate Chairs, and HOSA staff.

# COMPETITIVE EVENT TEAM PRIORITIES

## MANAGE THE DETAILS

There are many “details” involved in competitive event management. CE Team members will have a different set of details for each event. The Event Specifications starts as a working document for each event and the CE Management Guide provides the game plan. **No errors!** Triple check every document to make sure nothing is missed.

Every person on the CE Team should have written notes about the details they needs to manage in order to help the next person succeed. These details could include:

- Do we know exactly who is doing what, when? (state personnel)
- Do we know where competitors will wait before the event and complete their evaluation after the event?
- Is the event box “ready” and do we have a plan for moving secure items to each section?
- Do we have all the necessary equipment and resources for the event?
- Do we have a plan to assure that processes on the Event Specifications will be completed?
- How many judges will we have per section?
- Are the evaluation being done properly?
- If a problem arises, do we know who to talk to and did we document the details?

## FOLLOW THE GUIDELINES

CE team members are responsible to assure that state event personnel understand and follow the event guidelines.

## POSITIVE EVENT ENVIRONMENT

The CE Management Team must stay positive and make public relations a priority. We must understand that perception is reality, and that the HOSA competitive events process is an emotional process for most.

**State personnel who manage events** – We want them to feel appreciated, competent, and successful. We want them to feel like they did a great job, and what they did made a positive difference for the HOSA members in that event.

**Competitors** – We want them to feel like they were treated fairly, respectfully, and positively. We want to be friendly, nice, kind, and compassionate. We want them to walk away feeling like it was a good experience, no matter the outcome. We want to be equitable and fair to all. The goal of the competitive event process is being sure all competitors have an equal opportunity for success.

**Make it fun!** Participation in HOSA competitive events should be the highlight of the member’s year. Competition should be exciting, uplifting, and a great experience. Smile, wish them luck, and take time to enjoy this amazing experience.

**Judges** – They are VERY IMPORTANT PEOPLE and need to be treated as such. Remember that they care about us – so take the time to introduce yourself, tell them where you are from, ask them

what they do, and thank them for taking the time to support HOSA. They are honored guests. They are HOSA's best marketing tool. Help them understand the event process, follow the guidelines, and feel glad that they came.

**Each other** – We're a team. Success only happens when we ALL succeed.

### **THINK CRITICALLY AND RUN ON TIME**

The CE Management Team must constantly be thinking ahead and aware of what will happen next. If you really think about it, every one of us is interdependent on someone else. We can't do our job unless the person before us did his or her job. Plan for the event to **run on time** and keep on schedule.

- Can you check your event rooms before the event? If things are not ready, do you have a plan? Is the event in the room ahead of you going to finish on time?
- Do event personnel understand the importance of starting on time? Do they plan to make it happen?
- Do you have enough people to finish up the process?
- Did you follow the event through to the "completed" stage?
- Did you review the event evaluations for immediate feedback?
- Did you talk to the Event Managers to get their impressions on how the event ran, and how we can improve in the future?
- Go to **Plan B** if it meets the priorities. Sometimes unusual things happen, and event personnel should be prepared to act quickly and in the best interest of competitors. Whenever possible, notify competitors of unusual event circumstances (and document everything).

## TASK REVIEW: THE TEAM, SUMMARIZED

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### **The Category Chair**

They are team leaders. They help the members of their team (Lieutenants) achieve their individual goals. They are willing to look behind the curtain to understand what is really happening. They serve as the bridge between the Lieutenants and HOSA Management. They are out on the floor during ILC, supporting and offering assistance to their Lieutenants. They ensure all materials are ready for the event.

### **The Lieutenant**

They coach the Event Manager & Judge Manager to success. They work one-on-one to assure the Event Manager and Judge Manager have the tools, knowledge, and skills to successfully manage a HOSA competitive event. They are on the front line, providing active support to the Event Manager & Judge Manager, and making sure the Event Manager & Judge Manager are doing all the right things. They also may write and/or review scenarios and topics, and during ILC they are on-site with their events.

### **The Event Manager (EM)**

Conducts and directs the event. They manage the details and lead the people. They follow the event plan. They make sure the section leaders, timekeepers and competitors are where they are supposed to be, playing the same song. Their actions coordinate the efforts of everyone involved with the event, ensuring every section is run in the exact same manner. They manage the “outside” of the room at the ILC and the integrity of all event forms and processes.

### **The Judge Manager (JM)**

They are the “face of HOSA” for the VIP judges. They greet judges, orient them and ensure the judges have a positive experience in their judging role. They ensure the judges are following the guidelines.

### **Bus Coordinator**

Events off-site may be using shared transportation to and from partner facilities. This adult needs to be sure they have competitor lists for all events using this bus, and maps/directions to event facilities. They will stay on the bus for their entire shift, keeping track of all competitors, and be able to answer any questions about competitor whereabouts.

### **The Section Leader (SL)**

They supervise the details “inside” their specific section room. That includes making sure that everyone (competitors, judges, timekeepers) follows the guidelines and does what they are supposed to do, when they are supposed to do it. They know everything that is going on in their section, keep it running on time, and record all the details on the section summary report, as well as oversee cleanup of event site after event.

### **The Timekeeper**

Responsible for events running on time. They need to ensure their section starts and stops within the appointed timeframe using a stopwatch or flowchart, according to event guidelines. They need to be in clear view of competitors at all times and complete the Timekeeper's log for events that have one. This information is used for event reporting after ILC and *must* be thorough and complete.

### **The Testing Room Proctor**

Ensures that competitors are acting in accordance with the event guidelines at all times during testing/competition. They report any issues/concerns to the EM immediately. This is a good role for advisors or guest.

### **Report and Evaluation Facilitator (R&E)**

Report room facilitators manage the holding room where competitors report before their assigned appointment time. They should have a competitor list and check off competitors as they arrive. The Evaluation Room facilitator manages the room/area after competition where competitors complete the event evaluation before departure. These rooms may also be combined using one person to manage both sides

### **Check-In**

Ensures check in and check out runs smoothly. They need to be sure they have appropriate/accurate competitor lists, appointment times (as applicable), pencils, clipboards, etc. They need excellent organizational skills and may be used in other positions between responsibilities.

### **Patient**

These may be guests, mature students, or advisors without competitors in this event. They need to dress appropriately for the role they will be playing and act according to the scenario the same way for each competitor/team. They should not overact and need to stay for the duration of the event.

### **Event Assistants**

This is a great role for mature students. They may act as runners, door monitors, competitor escorts, timekeepers, or fulfill other duties as assigned.

# TASK REVIEW: ROLE OF CATEGORY CHAIR

## 1. Pre-ILC Event Planning

- Communicate with the Lieutenant before the ILC. Have they communicated with their Event Managers & Judge Managers?
- Are you 100% sure that the Lieutenants are ready?
- CC HOSA Management on all pre-ILC email contacts.

## 1. Know the Rules

- Read your [event guidelines](#) frequently.
- Read the [General Rules and Regulations](#) at least three times.

## 2. Know the ILC History

- Be sure to discuss the results from the previous year (CE Event report and other documents) with the current year's Lieutenants.
- Discuss the Lieutenants plan for improvements, as needed.

## 3. Know the ILC Plan

- Assist Lieutenants in using the ILC materials, including Event Specifications, Room Sets, Room Chart, Round Two Info Sheets, Equipment List, Agendas, etc.
- Use the CE Management Guide for Event-specific training.
- Walk the event space
- Review event specifics on Monday or Tuesday of ILC week and assist Lieutenants in visualizing EVERY DETAIL of the flow and timing of their events.

## 4. During ILC

### • Before the Events

- Attend pre-ILC orientations (Event Manager, Judge Manager, Event Personnel and Judge) as schedule permits. Your role is to listen.
- Check the category materials, equipment and supplies. Make sure Lieutenants have what is needed for their events. Use Equipment List to cross check materials.
- Check the secure box. Make sure that what the Lieutenants will need is there.

### • During the Events

- **Be visible to your Lieutenants on-location at their events, offering support and assistance as needed;** and always let them know how much we appreciate their service to HOSA.
- Get frequent status reports from your Lieutenants. Ask specific questions about the event progress. Be sure you know what is happening with your events!
- Give frequent status reports to HOSA Management.
- Work with your Lieutenants to solve challenges.

### • After the Events



- Go through the event materials BEFORE you turn them in. Does each section have a section summary form? Does each event have a Master Section Summary? Look at the rating sheets. Did the event run correctly?
- Conduct a brief exit conference with the Lieutenant and then sign the Master Section Summary form.
- Take the event materials and Master Section Summary form to Tabulations.
- Are there ways to clarify the event guidelines? Event clarity and understanding is our goal. Provide feedback if the event does not run perfectly.
- We want your suggestions too! If you have a great idea for event improvement – share it!

## **5. Go Above and Beyond**

- How can you make this experience meet the expectations of the Lieutenants?
- How can you make this a personally satisfying experience?

# TASK REVIEW: ROLE OF LIEUTENANT

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## 1. Pre-ILC Event Planning

- E-mail AND TALK to the Event Manager AND Judge Manager before the ILC.
- Conduct a Zoom Orientation meeting with the EM & JM prior to ILC.
- If you need help in identifying and/or communicating with the Event Manager or Judge Manager, contact the HOSA CE Management for assistance.
- CC your Category Chair and HOSA CE Management on all pre-ILC email contacts.
- Encourage the Event Manager and Judge Manager to review the CE Management Guide

## 2. Know the Team

- Are you 100% sure that the team is assembled?
- Do you know who is managing the event, when they are arriving and their cell phone numbers.
- Are you prepared to conduct the orientation of the Event Manager & Judges?
- Attend the event personnel Zoom meeting prior to ILC if possible.

## 3. Know the Rules

- Read your [event guidelines](#) frequently.
- Read the [General Rules and Regulations](#) at least three times.
- Talk to people who have run the event. What were their challenges? What were their questions?
- Talk to HOSA members who have participated in the event. What did they learn? What were the challenges?
- If possible, manage, observe or judge the event(s) at the state level.

## 4. Know the ILC History

- Study the CE Event Report from the previous year.
- Identify the challenges and successes.
- Develop a plan to improve event ratings and competitor satisfaction from the previous year.
- Be sure to share the results from the previous year with the current year's event management team.

## 5. Know the ILC Plan

- Update and use the ILC materials, including Event Specifications, Room Sets, Room Chart, Round Two Info Sheets, Equipment List, Agendas, etc.
- Use the CE Management Guide online.
- Know the details for your events – number of judges, posting times, event times, bus times, etc.
- Walk the event space and visualize EVERY DETAIL of the flow and timing of the event.
- Share your vision with the Event Manager & Judge Manager.

- MAKE SURE the event starts on time.

## **6. Tests and Materials**

- On Tuesday, sit down and take the test. Make notes and give your review copy to the test writer. Be sure the Scantron key is bubbled in correctly.
- Check your boxes. Make sure there are enough (but not too many) materials for the events to run smoothly. Use Equipment List or Event Specifications to cross check materials.
- Check your materials, equipment and supplies. Make sure you have what is needed for the event. Review supply check-in/out procedures.
- Put a post-it note or sign on your event box detailing the things that should be put in the box BEFORE taking it to the event site, such as stop watches.
- Check the secure box. Make sure that what, and how many, you will need is there.
- Check for resources, especially if you need them for your event (markers for CPS, patients for skill events, etc...). Add a reminder to the Event Specs as needed.

## **7. Continuously Monitor and Cheer Them On**

- Have a presence at the event, throughout the event, making sure that Event Personnel have everything they need to run the event effectively. Talk to competitors, personnel, and section leaders to continuously monitor the flow of the event, and always let them know how much you appreciate their service to or involvement in HOSA.
- Give frequent status reports to your Category Chair.
- Look at what is happening. Is the event running correctly? Are the judge scantron and event evaluation forms being filled out properly?
- Talk with your Category Chair, Event Manager and Judge Manager to solve challenges.
- Event clarity and understanding is our goal. Provide feedback to the Chair if the event does not run perfectly.
- Provide written feedback on the Section Summary form, guidelines, or however appropriate.
- We want your suggestions! If you have a great idea for event improvement – share it!

## **8. Evaluate**

- Go through the event materials BEFORE you turn them in. Does each section have a completed section summary form? Look at the rating sheets. Was the event run correctly?
- Attend a brief exit conference with the Chair and complete, then sign, the Master Section Summary form.
- Were essential materials delivered to Tabs, or CE, as appropriate?

## **9. Go Above and Beyond**

- How can you make this experience meet the expectations of the event personnel, competitors, and judges?
- How can you make this a personally satisfying experience?
- How can you help others on the CE Team enjoy a satisfying experience?

# ILC LIEUTENANT / CHAIR DAILY RESPONSIBILITIES

Lieutenant and Chair work together to accomplish items during week – Chair oversees process

## TO DO LIST

*Attend CE Team meetings as scheduled, including:*

- ☐ Sunday-CE Leadership Meeting in afternoon (*Chairs only*)
- ☐ Monday-CE Team Meeting in morning; test organization in afternoon; Committee Reception in the Evening
- ☐ Tuesday-CE Team Meeting in morning; event prep afternoon (see list below)
- ☐ Wednesday-CE Team Meeting in morning; orientation(s) in afternoon (as needed)
- ☐ Tues/Wed-Off site visits as needed/scheduled
- ☐ Thurs/Fri-manage events; debrief w/EM; submit materials & return inventory (see list below)
- ☐ Friday-CE Team Debrief in afternoon; enjoy the rest of conference!
- ☐ Saturday-CE Leadership Meeting in morning (*Chairs only*)

## COMPLETE THE BELOW ITEMS PRIOR TO YOUR EVENT

*Help organize event tests on Monday:*

- ☐ Competitor Lists emailed to LT, Chair, & HOSA Staff; must be sorted as needed by event (alpha last name, alpha school, etc...)
- ☐ Check Test scantrons (pre slugged with competitor's name; alpha sorted by last name for individual events); must be one scantron per competitor (non-testing event LTs can help check ATC tests).
- ☐ Make sure the TEST is copied for competitors NOT the answer KEY.
- ☐ Count tests and make sure they are properly numbered and ready to move to the appropriate testing room. Place # of tests on post-it and stick to the top of the test stack.
- ☐ Check # of tests matches # of competitors registered plus approx 5% extra.
- ☐ Tests will be organized in boxes by Schedule in CE room, and Alpha in ATC room.

*Walk your event space:*

- ☐ By Tuesday night: Review the hotel room set-up for each of your events.
- ☐ Visualize every detail, how will the competitors check-in, know where they are going, move from one room to the next, get their tests, get their evaluations, etc. Analyze how to make it work (or work better). Does your event use a flow chart? Does it make sense? Is it correct?
- ☐ Do you have a plan in place to keep the hallways clear, move competitors efficiently, and communicate with your EM and JM?
- ☐ Notify HOSA CE staff of any needs, concerns, or questions ASAP.

*Go through Secure Material (as appropriate):*

- ☐ Ensure there are enough copies of the secret topics, HB questions, MS word lists, etc...
- ☐ (most of the secret topics and scenarios are included in the Judge Fact Sheet packets)

*Check to be sure you have a stocked event box.*

- ☐ Use the Event Box Checklist and ensure all files and items are accounted for
- ☐ Add Judge Thank you notes, evaluations and competitor certificates to your box

***Make sticky note for top of event box with all materials/supplies needing to be added at the last minute (stopwatch, signage, etc... that way someone can help when you are busy)***

### ***Rd2 Competitor Lists:***

- ☐ Lists will be emailed to LT, Chair, and HOSA Staff.
- ☐ Sort as needed by event (by section, appointment time, etc...)
- ☐ Print copies for EM, SL, check-in personnel, others as needed

### ***Timers/ Clipboards/ Stopwatches:***

- ☐ Should have enough for all events. Double check – may have to share some items with other events.
- ☐ Decide how many you need of each & add a sticky note to top of the event box as a reminder.

### ***Signage:***

- ☐ Find or make any needed signage for your events. Do you have:
- ☐ Signs for sections.
- ☐ Signs for the name of your event.
- ☐ Alpha letter signs for check-in [once you have competitor lists and have seen the space (decide how to best split the check-in list for most efficient lines in applicable events; HB/BD/MS, etc...)].

### ***Supplies:***

- ☐ What specific supplies does your event need? Check Equipment List and Event Specs. Read the guidelines and think through the process.
- ☐ Check that you have ALL supplies you need for your event using inventory list and numbered bins (ASAP– so there is time to purchase if something is missing)
- ☐ Check your guidelines to see what extra materials you might need (i.e.: buzzer system for HOSA Bowl; laptop for MS audio glossary; tape measure for HCD, etc...) Notify HOSA CE Staff asap of needed items.
- ☐ For Round 2 events, make copies of finalists for CE HQ, bus coordinator folder, EM, Section Leaders, JM, and timekeepers. Take a copy to the Transportation Office for skill events going offsite via Bus.

### ***Review your event again – are you ready to go??***

- ☐ Are secure items IN YOUR BOX before leaving for the event site/room?
- ☐ Do you know who has been assigned to pick up the event box and when they will arrive to get it?
- ☐ Is the room set correctly? Have you walked the space prior to the event starting to be sure?
- ☐ Are there enough judges assigned to your event? Check with Priya and Emily
- ☐ *Have you eaten? Do you have water and snacks with you? Are you wearing comfortable shoes?*
- ☐ *Connect with your Chair to go over the plan*
- ☐ *If your events are set, ask your fellow CE Teammates if you can assist them.*

## **COMPLETE THE BELOW ITEMS AFTER YOUR EVENT IS OVER**

### *Before event personnel leave, if possible, check that:*

- ☐ All paperwork is completed, signed, and bubbled as applicable.
- ☐ Thank You notes have been written and given to judges.
- ☐ Section Summary Forms for events have been completed, and signed, from each section.

### *Debrief with EM. Do you have:*

- ☐ Competitor list(s) by section?
- ☐ Rating sheets or test Scantrons (as applicable)?
- ☐ Hard copy evaluations
- ☐ Event materials (tablets, supplies, signs, etc...)?
- ☐ Notes on guidelines changes to be reviewed for next year?

### *Bring everything back to CE Headquarters:*

- ☐ Debrief with your Chair. Complete Master Summary form.
- ☐ Master Section Summary Form and Scantrons (if applicable) go to TABS.
- ☐ Section Summary Forms go to designated box in CE room
- ☐ Evaluations go to designated box in CE room.

### *Deconstruct Event Box:*

- ☐ Return office supplies and skill equipment to appropriately numbered/event bins.
  - ☐ Update inventory list of supplies & add any notes for items needed next year.
  - ☐ Keep navy blue accordion folders and brown accordion folders labeled with event names; keep manilla folders inside them; but remove ALL papers from inside manilla folders
  - ☐ Reorder the manilla folders inside the navy folder to follow the Event Box Checklist - create any missing manilla folders you may have lost at the conference so they are ready to go for next year
  - ☐ All empty navy and brown event accordion folders are placed in clear totes together by category
  - ☐ Fold down your CE black/blue event box, pack and tape 4 CE boxes per large cardboard box together
- 
- ☐ *Debrief with CE Team after all events have ended on Friday:*
  - ☐ Provide names of event managers with potential to work on CE team in future.
  - ☐ Email event/guideline suggestions to Bergen now while still fresh; OR update Lessons from ILC document

**Celebrate another successful year! THANK YOU!!!**





## ILC SAMPLE EMAIL FROM CE LIEUTENANT TO EVENT MANAGER AND JUDGE MANAGER

***Remember to cc your Chair, HOSA Management (Bergen, Jan, Carie) and the State Advisor of the sponsoring event. State Advisor contact information can be found online at <http://hosa.org/associations>***

Hello. My name is \_\_\_\_\_ and I am the HOSA-Future Health Professionals Lieutenant for the \_\_\_\_\_ event at ILC 2024 in Houston. Your contact information has been provided to us by your state advisor. It will be my pleasure to support your efforts as the Event Manager (EM) \_\_\_\_\_ (insert name) and Judge Manager (JM) (insert name) \_\_\_\_\_ for \_\_\_\_\_ (event).

I would like to set up a Zoom call with you to talk about your role as an Event Manager and Judge Manager at ILC 2024. We can set up one Zoom call between the three of us. Could you please e-mail me and let me know a date and time for us to talk. (Then list your availability.)

In preparation for the Zoom call, you will want to review the attached Event Specifications, as well as the CE Management Guide, paying special attention to pages \_\_\_\_\_.

It takes a team of dedicated leaders to successfully implement a HOSA Competitive Events Program. Thanks for accepting the important role of Event Manager & Judge Manager for \_\_\_\_\_ (event.) I look forward to working with you!

## 4. EVENT PERSONNEL

### SUGGESTED PERSONNEL NEEDED TO MANAGE CE

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#### Testing Events:

- ☐ Proctors for Testing – Approximately one proctor for every 20 competitors
- ☐ Check-in Staff – Typically 2 per check-in table
- ☐ Check-out Staff – Typically 2-5 depending on competitor numbers
- ☐ One judge who is considered by the HOSA Competitive Events committee to be an expert in the area being tested - to grade the essay questions in case of a tie

#### All Other Events:

- ☐ One Event Manager
- ☐ One Judge Manager to greet and orient judges, and 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
- ☐ Minimum Two judges per section for presentation events, and 1 judge per section for skill events (1 judge per competitor for CERT, EMT, CPR)
- ☐ Event assistants per section as needed; patients as needed (per event scenario)
- ☐ One Timekeeper per section
- ☐ Holding room attendant(s) as needed

#### Additional Specific Event Needs:

CERT Skills, CPR, EMT, LSS

- ☐ Moulage Specialist (if moulage is called for in the scenario)

## JOB DESCRIPTION: EVENT MANAGER (EM)

### Who Are We Looking For?

Responsible adult from the sponsoring state

### Why Do We Need You?

You conduct and direct the event. You manage the details and the people and lead the event plan. You make sure all event personnel are where they are supposed to be, playing the same song. Your actions coordinate the efforts of everyone involved with the event. You manage the “outside” of the room at the ILC and ensure the integrity of all event forms and processes. You must understand the event guidelines and be able to communicate all event information with the rest of the event personnel. YOU set the tone for the event and help our members have a wonderful competitive event experience!

### Before the Event

- Review the guidelines. Remember, guidelines change annually so they need to be reviewed each year, regardless of whether or not you have worked on this event in the past.
- Eliminate the word “disqualify” from your vocabulary, make it fun, and make this a positive experience for the competitors! They worked so hard to get here.
- Understand that ILC may be different from your state and/or regional conferences; realize you must approach the event from an international perspective now and do things the “HOSA way”, not the way it was done in your particular state.
- Do not plan extracurricular activities during event commitment time.
- Make sure you know where you are going – find your event room(s) – verify when you need to be there.
- Become familiar with the HOSA Cell Phone and Smart/Electronic Devices Policy found in Appendix F at <http://hosa.org/appendices>.

### Pre-Communication

- Participate in a Zoom call in May with the National CE Lieutenant who is responsible for overseeing your assigned event. Ideally this call will be between the EM, Judge Manager (JM), and Lt. The HOSA CE Lieutenant will reach out to you no later than May 31 via the contact information provided by your State Advisor.
- Organize the list of other event personnel who will help run the event (timekeepers, event assistants, proctors, patients, etc.).
  - Usually, the State Advisor assigns this list, but you will need name, email, and cell phone for each person helping. Refer to the shared google sheet to view staff.
  - Coordinate a way to communicate with everyone on the team who is part of the event – “Remind” type of text messages help everyone know where to be and when.
  - Share information with your team prior to ILC so everyone knows their role.
  - Read the CE Management Guide.

### Know the Details

- Review applicable files provided to you by the CE Lieutenant such as the Event Specifications and Round Two Info Sheet. How many competitors are you expecting per section, how many

judges do you have coming, what is the posting time, what are the bus departure times, etc. You are responsible for knowing the information on these files.

- Read and study all Event Personnel Job Descriptions. It is your job to teach the other personnel what they need to know, so you need to be familiar with everyone's role.
- Communicate all the applicable details to the applicable event personnel (i.e.: Timekeeper need to know how much time is allowed, patients/actors need to have their patient scripts, etc....)

### **Event Room**

- Walk the event space. Visualize the “flow” of the event from the competitor's eyes and how they will get from start to finish.
- Use the HOSA Room Set Diagram to confirm the section rooms are set correctly and that all section rooms are set the same way.
- Confirm that the number of competitors registered for the event will fit in the given room. Do you have enough seats?

### **Equipment**

- Look at the list of required materials in the event guidelines – do you have everything listed for each section?
- Be sure you have one scantron for each competitor/team per judge. Plan for extras in case extra judges arrive. Know the process for handling additional competitors.
- Does your event have a secure item such as a secret topic or scenario? If so, ensure there are enough copies for each competitor/team, per the guidelines.

### **Event Personnel Orientation**

- Lead the Event Personnel Meeting online in which all event personnel attend to learn their roles.
- Use the Event Personnel Meeting Script to run this meeting.
- There is time built into the schedule before each round (if applicable) to provide for preparation and final details.

### **During the Event**

Be kind. Competitors are typically extremely nervous, and your warm and caring attitude toward them makes a big difference.

Be flexible and open to change. Be willing to troubleshoot as needs arise.

### **Communication**

- Communicate with the Judge Manager and Section Leaders throughout the event to ensure everything is operating smoothly and equitably.

### **Challenges**

- Involve the CE Lieutenant if there are any challenges or rule violations. Their job is to support you!!

### After the Event

Complete the event personnel evaluation form with specific suggestions for improvement so that we can continue to improve for the future.

### Review the Event Section Summary Forms with the Judge Manager and Section Leader (there will be one form per section)

- Review any notations that might affect the final results. The JM & EM must initial any notations indicating agreement/confirmation.
  - Dress Code or Process Violations (i.e., no photo ID, was wearing shorts and flip flops)
  - No-Shows
  - Additions (changes in names/teams or new competitors who arrived but were not on original list)
- Review the feedback and comments on the Section Summary Form.
- Sign the Section Summary Forms indicating all scantrons were completed correctly and all event processes were followed and you approve of all information on the Section Summary Forms.

### Confirm that Each Section Leader has properly provided Materials for Submission

**\*\***(some items may be applicable if tablet judging was used)

- Competitor list by section (any no-shows clearly crossed out)
- Confirm all rating sheets have been filled out correctly and completely: Check each rating sheet for one mark per criteria and zeros as applicable, and that no marks are on edges of Scantron.
- Rating Sheets or Test Scantrons separated into two piles:
  - 1) TO BE SCANNED
    - Please do not use paper clips on those to be scanned
    - Any teams/competitors that were added onsite **MUST** be flagged with a sticky note and labeled so Tabulations can assign them a competitor ID #. **DO NOT** use a no-show scantron for a team/individual who shows up on-site. Give them a blank scantron. On-site additions should also be listed on the section summary form.
    - Count the number of forms to be scanned and write it on a post-it note on top of the packet of "to be scanned" scantron forms. This allows Tabulations to verify they have scores for the correct number of competitors/teams.
  - 2) NOT SCORED
    - Any scantrons of no-show competitors (marked out with an X across **entire** rating sheet **AND** listed in the Master Event Summary Chart.
    - Extra blank scantrons that were not used.

### Group Debrief between Each Section Leader, Judge Manager and Event Manager

- Review the Section Summary Form with the Section Leader – The EM and JM both sign it indicating all process were followed.

- Review the Timekeeper Log with the Section Leader & JM, as applicable.
- Collect all paperwork that was prepared by the Section Leaders.
- Cleanup any remaining items at the event site.

### **Final Group Debrief between Event Manager, Judge Manager and CE Lieutenant**

- Complete the Master Event Summary Form
  - Complete this form by transferring the information from EACH Section Summary Form.
  - This is the **ONLY** Event Summary that goes to Tabs. This should be a compilation of the Section Summary forms from each section of your event. Tabs will use this to process scores and record any violations. The Event Manager works with the Lieutenant (and/or Category Chair) to complete this form.
  - ONLY violations that were approved by EM, JM, AND CE Lieutenant should be listed on this Master Event Summary Form. Review the special notations with the CE Lieutenant to determine if they agree with the violation.
  - Tabulations will not get the information if it is not listed on this Master Event Summary Form – all details vital to the event (as confirmed by the CE Lieutenant) need to be included on this form.
- Turn in all paperwork and results to HOSA headquarters
- It is crucial that you provide immediate feedback on the success of the event, situations that may impact the outcome of the event standings and written suggestions for improving event management or the event guidelines.



## JOB DESCRIPTION: JUDGE MANAGER (JM)

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### Who Are We Looking For?

Responsible adult from the sponsoring state

### Why Do We Need You?

You are the “face of HOSA” for the VIP judges. You greet judges, orient them and ensure the judges have a positive experience in their judging role. You ensure the judges are following the guidelines. You orient the judges - If our judges don’t know what they are doing, and don’t have a process to follow, the event will not be successful. You are the person who ensures the judges know their role. You help provide a system of checks and double-checks for all event paperwork and judging processes.

### Before the Event

- Review the guidelines. Remember, guidelines change annually so they need to be reviewed each year, regardless of whether or not you have worked on this event in the past.
- Eliminate the word “disqualify” from your vocabulary, make it fun, and make this a positive experience for the competitors! They worked so hard to get here.
- Understand that ILC may be different from your state/association and/or regional conferences; realize you must approach the event from an international perspective now and do things the “HOSA way”, not the way it was done in your particular state/association.
- Do not plan extracurricular activities during event commitment time. You are needed here!
- Make sure you know where you are going – find your event room(s) – verify when you need to be there.
- Become familiar with the HOSA Cell Phone and Smart/Electronic Devices Policy found in [Appendix F](#).

### Pre-Communication

- Participate in a Zoom meeting in May with the National CE Lieutenant who is responsible for overseeing your assigned event. Ideally this meeting will be between the EM, JM, and CE Lt. The HOSA CE Lieutenant will reach out to you no later than May 31st via the contact information provided by your State Advisor.
- Review the Judge Orientation Information that will be shared with you by the National CE Lieutenant.
- Work with the Event Manager to identify 1-2 of your event personnel who, if needed, could step in to serve as an event judge at the last minute.

### Judge Report & Orientation

- Report 30 minutes prior to the judge’s arrival time at the Judge Report Room
- Check-in with the Judge Coordinator - Greet the judges and welcome them
- Once all judges have arrived, escort judges to your event room
  - Work with the Judge Coordinator and HOSA staff to ensure you have enough judges for your event
    - In objective skill events (where competitors either do the item on the rating sheet

or they do not) one judge per section is sufficient.

- In subjective events, where competitors are rated on a scale of 1-5, 15, 20, (etc.) for each item on the rating sheet, then two judges per section are required. You may have 3-4 judges per section if that many judges are available. But the judges per section MUST be the same. If for some reason you end up with 3 judges per section, and one section with 4 judges...please let the judges help, and document it so it will be accounted for in Tabulations.
  - We never turn judges away, they are our VIP guests and we always assign them and let them help. The exception is local advisors – local advisors should only be used as judges when there is a shortage of non-advisor partners available.
- Prior to arriving on-site, judges will have been emailed generic Judge Orientation information about their role. As the Judge Manager you will ensure the judges understand this information about how the event will run. Use the scheduled time prior to the event to answer any questions they may have.
- Practice a mock run-through with the judges and event personnel prior to the first competitor's arrival

### Rating Sheets & Guidelines

- Some events use online tablet judging. Some events use paper/pencil scantron rating sheets. Check with your CE Lt. to know which you are using.
- Review tablet judging instructions and use instruction resources provide by HOSA Management.
- Remind judges/Section Leaders if using scantrons:
  - Use #2 pencils.
  - Bubble the entire bubble.
  - Make a notation regarding any scores of zero.
  - Do not write on the edges of the scantron.

### During the Event

Be kind. Competitors are typically extremely nervous, and your warm and caring attitude toward them makes a big difference.

Be flexible and open to change. Be willing to troubleshoot as needs arise. Be willing to help anywhere. You may be asked to help in a different role than the one you were originally assigned. This will only happen when we really need you in a different role.

### Communication

- Communicate with the Section Leader to ensure each section is running smoothly and that the guidelines are being followed.
- Communicate with the judges (via the Section Leader in some cases) to ensure the rating sheets or tablet judging are being completed correctly as listed above.
- After the first competitors/team compete, check in with the section leader to ensure everything has started and is operating smoothly and equitably. Continue to remain in contact with the Section Leaders during the event.

- Write judge thank you cards during the event that will be distributed to judges before they depart.

## Challenges

Involve the Event Manager if there are any challenges or rule violations. Document everything.

## After the Event

Complete the event personnel evaluation form with *specific* suggestions for improvement so that we can continue to improve for the future.

## Review the Rating Sheets (if scantrons were used)

- Review the rating sheets to ensure the appropriate process was followed
- Be sure the judges have signed the rating sheets, as applicable.
- Check each rating sheet for one mark per criteria and zeros as applicable, and that no marks are on edges of Scantron.

## Review the Event Section Summary Form with the Event Manager and Section Leader (there will be one form per section)

- Review any notations that might affect the final results. The JM & EM must initial any notations indicating agreement/confirmation.
  - Dress Code or Process Violations (i.e., no photo ID, was wearing shorts and flip flops)
  - No-Shows
  - Additions (changes in names/teams or new competitors who arrived but were not on original list)
- Review the feedback and comments on the Section Summary Form
- Sign the Section Summary Forms indicating all scantrons were completed correctly and all event processes were followed and you approve of all information on the Section Summary Forms.

## Confirm that Each Section Leader has properly provided Materials for Submission

- Competitor list by section (any no-shows clearly crossed out).
- Confirm all rating sheets have been filled out correctly and completely.
- Rating Sheets or Test Scantrons separated into two piles:
  - 1) TO BE SCANNED
    - Please do not use paper clips on those to be scanned.
    - Any teams/competitors that were added onsite **MUST** be flagged with a sticky note and labeled so Tabulations can assign them a competitor ID #. **DO NOT** use a no-show scantron for a team/individual who shows-up on-site. Give them a blank scantron. On-site additions should also be listed on the section summary form.
    - Count the number of forms to be scanned and write it on a post-it note on top of the packet of "to be scanned" scantrons forms. This allows Tabulations to verify they have scores for the correct number of competitors/teams.
  - 2) NOT SCORED
    - Any scantrons of no-show competitors (marked out with an X across **entire** rating sheet **AND** listed in the Master Event Summary form.

- Extra blank scantrons that were not used.
- Timekeeper Logs
- Any Event Materials (HOSA copies of portfolios, resumes, etc.)
- Please note – in events using Tablet Judging, some of these items may not be relevant

#### **Group Debrief between Each Section Leader, Judge Manager and Event Manager**

- Review the Section Summary Form with the Section Leader – The EM and JM both sign it indicating all processes were followed.
- Collect all paperwork that was prepared by the Section Leaders.
- Cleanup any remaining items at the event site.

#### **Final Group Debrief between Event Manager, Judge Manager and CE Lieutenant**

- Turn in all paperwork and results to HOSA headquarters.
- It is crucial that you provide immediate feedback on the success of the event, situations that may impact the outcome of the event standings and written suggestions for improving event management or the event guidelines.
- Review any special notations with the Lieutenant. If the Lieutenant agrees, they must also initial the notation.

**THANK YOU for your time and support!**

## JOB DESCRIPTION: BUS COORDINATOR

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### Who Are We Looking For?

A responsible adult from the sponsoring state who is comfortable spending their volunteer hours riding a bus back and forth to clinical skill sites. Bus Coordinators typically either 1) stay on the bus and loop to and from clinical sites picking up different groups of competitors or 2) stay with one assigned group of competitors from entry on bus, through event, and back to ILC conference site on the bus.

### Why Do We Need You?

Many of our clinical skill events take place at partner facilities offsite from the main conference facility. We need Bus Coordinators to ride the event bus with competitors to ensure no one gets left behind, to ensure competitors are dropped off at the correct locations, and in some cases to stay with competitors throughout the duration at the event site. You will get specific information on the process to follow from your Event Manager.

### Before the Event

- Review the guidelines. Remember, guidelines change annually so they need to be reviewed each year, regardless of whether or not you have worked on this event in the past.
- Eliminate the word “disqualify” from your vocabulary, make it fun, and make this a positive experience for the competitors! They worked so hard to get here.
- Understand that ILC may be different from your state and/or regional conferences; realize you must approach the event from an international perspective now and do things the “HOSA way”, not the way it was done in your particular state.
- Do not plan extracurricular activities during event commitment time.
- Make sure you know where you are going – find your bus pick-up location – verify when you need to be there.
- Become familiar with the HOSA Cell Phone and Smart/Electronic Devices Policy found in Appendix F at <http://hosa.org/appendices>.

### Event Personnel Orientation

- Attend the *mandatory* Event Personnel Orientation that will be scheduled prior to ILC via Zoom.
- There is time built into the schedule before each round (if applicable) to provide for preparation and final details.

Before the event, the Bus Coordinator should receive a folder with the following information:

- Competitor Lists (for *all* events you are responsible for overseeing on the bus)
- Map to event site
- Map of drop off area/any special directions regarding drop off location(s)
- Bus Schedule
- Contact information for other event personnel who will be at the site (Event Manager, Judge Manager, etc.).

## During the Event

Be kind. Competitors are typically extremely nervous, and your warm and caring attitude toward them makes a big difference.

Be flexible and open to change. Be willing to troubleshoot as needs arise. Be willing to help anywhere. You may be asked to help in another role than the one you were originally assigned. This will only happen when we really need you in a different role.

- Report to the bus departure location at least 30 minutes prior to when the competitors are scheduled to depart.
- Work with Event Manager, Event LT, and CE Management to troubleshoot as issues arise (bus is late, bus got lost, event is running late, stuck in traffic, etc.).
- Communication is KEY! The Bus Coordinator should communicate often and effectively with the Event Manager about the status the event transportation.
- Greet competitors as they arrive for the bus departure and ensure they are in the right place and getting on the right bus.
- Document on the competitor lists who gets on and off the bus and where, so there is an accurate record of the location of the competitors. At any point, if asked, you should be able to answer questions about competitor whereabouts.
- Stay on the event bus for the entire shift! OR you will accompany your assigned group of competitors to the check-in area and wait for them in the post holding area. Never let competitors ride the bus alone.
- Complete their scheduled shift as assigned by the State Advisor.
- In some cases (for long days offsite) there may be two Bus Coordinators assigned to share the workload. In this case, you should work with the other Bus Coordinator to share the status of the event and competitors prior to making any shift changes and passing along paperwork.
- Make competitors feel welcome and secure in the off-site process.
- Answer questions from advisors about competitors as needed.

## After the Event

- The last shift Bus Coordinator OR Bus Coordinator who is accompanying the last group of competitors makes sure assigned competitors have returned to the bus before departure back to the main conference facility.
- Return all bus paperwork to Event Manager and debrief.
- Complete the event personnel evaluation form with specific suggestions for improvement so that we can continue to improve for the future.



## JOB DESCRIPTION: SECTION LEADER

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### Who Are We Looking For?

Responsible adults from the sponsoring state who are very comfortable with technology – judging sometimes takes place electronically, and Section Leaders play a critical role in the success of electronic tablet judging when used.

### Why Do We Need You?

Section Leaders police the details “inside” each specific section. That includes making sure that everyone (competitors, judges, timekeepers) follows the guidelines and does what they are supposed to do, when they are supposed to do it. They know everything that is going on in their section, keep it running on time, and record all the details on the section summary report, as well as oversee cleanup of event site after event. Section Leaders ensure the event is run fairly for all competitors.

### Before the Event

- Review the guidelines. Remember, guidelines change annually so they need to be reviewed each year, regardless of whether or not you have worked on this event in the past.
- Eliminate the word “disqualify” from your vocabulary, make it fun, and make this a positive experience for the competitors! They worked so hard to get here.
- Understand that ILC may be different from your state and/or regional conferences; realize you must approach the event from an international perspective now and do things the “HOSA way”, not the way it was done in your particular state.
- Do not plan extracurricular activities during event commitment time.
- Make sure you know where you are going – find your event room(s) – verify when you need to be there.
- Become familiar with the HOSA Cell Phone and Smart/Electronic Devices Policy found in Appendix F at <http://hosa.org/appendices>.

### Event Personnel Orientation

- Attend the *mandatory* Event Personnel Orientation that will be scheduled prior to ILC via Zoom.
- There is time built into the schedule before each round (if applicable) to provide for preparation and final details.

### Talk about Time Management.

- Be sure you have a plan to ensure the event starts and stops on time. The opportunity to provide the HOSA experience for 9,000+ international competitors depends on our efficient use of space and resources.
- There is a place on the Section Summary Form to note what time the event starts and what time the event ends.

### Prepping Site

You are responsible to ensure that all the planning you have done with your Event Manager is ready

to be implemented. Look around you. Do you have everything you need to successfully manage your section?

- Competitor Event printout
- Rating sheets and/or Tablet Judging equipment
- Competitor ID labels (if applicable)
- Judge and event supplies
- Evaluation forms and pencils and/or know the process for digital evaluations
- Proper room setup, with props
  - If there is a timekeeper who stands or holds up a timecard during this event, be sure they are seated in clear view of the team.

### During the Event

Be kind. Competitors are typically extremely nervous, and your warm and caring attitude toward them makes a big difference.

Be flexible and open to change. Be willing to troubleshoot as needs arise. Be willing to help anywhere. You may be asked to help in another role than the one you were originally assigned. This will only happen when we really need you in a different role.

### Get Competitors from Holding to the Event Room

- Take competitors in the order on the printout (unless otherwise instructed by the event Lieutenant or EM).
- Escort competitors to the place in the room they will sit or stand to compete.
- Facilitate any event materials (portfolios, resumes, etc.) that need to go to and from judges or that need to be returned to the competitor.

### Introductions

- Introduce competitors to the judges by name and ID number. (“Judges, this is team number 07654, Kathy Smith and John Doe.”). The judges should verify that they are using the correct pre-slugged rating sheet or correct tablet entry based on the information in the competitor introduction. If tablets are used, Section Leader authorizes Judge’s for input into tablet system.
- Introduce competitors to all event personnel in the room and identify their role(s). (“This is the timekeeper for your event, they will tell you when to begin and stop. This is the patient in this skill event. They will be part of the scenario you are to receive”.) Competitors should be introduced to and be able to clearly identify the judges, timekeepers, patients, and any other personnel in the room. Be sure the timekeeper is seated in clear view of the competitor(s).
- Time will begin as soon as competitor/team is introduced. After you introduce the team/competitor, it is helpful to say “Timer ready? You may begin..”

### Timing

- Take a seat in the event section room and wait for to the timekeeper to begin the event.

- In skill events, the timing starts when the competitor is handed the scenario. In Life Support Skills and Personal Care, the scenario is read aloud by the Section Leader to each competitor and then time is started.

### **Rating Sheets & Guidelines**

- Listen to the judges to BE SURE they are following the event guidelines.
- Remind the judges
  - Using scantrons:
    - Use #2 pencils
    - Bubble the entire bubble
    - Make a notation regarding any scores of zero
    - Do not write on the edges of the scantron
  - Using tablets:
    - Make sure that the information regarding competitor matches
    - All parts of the rubric have entry
    - Submit each competitor online when done
- After each competitor/team:
  - If scantrons are used: collect the scantrons from the judges and review every Scantron form to be sure that all rows have been scored, no marks are left around the edges of the page, all bubbles are filled in darkly and completely, judges have signed scantrons, and no rows have been double-bubbled.
  - If tablets are used: make sure all judges have submitted scores. Mistakes by judges must be caught right after each competitor!
- It is your responsibility to ensure that the event is being run according to the guidelines. If you see ANYTHING that may not be right, notify your Event Manager or Judge Manager right away.

### **Challenges**

- Involve the Event Manager and Judge Manager if there are any challenges or rule violations.

### **After the Event**

Ask judges and event personnel to complete an evaluation form / online link.

Complete the event personnel evaluation form with specific suggestions for improvement so that we can continue to improve for the future.

### **Complete the HOSA Event Section Summary Form**

- Transfer any notations that might affect the final results to the Section Summary Form
  - Dress Code or Process Violations (i.e., was wearing shorts and flip flops) (must be verified with CE Lt.)
  - No-Shows
  - Additions (changes in names/teams or new competitors who arrived but were not on original list)
- Provide your feedback and comments on the Section Summary Form.

- Sign the Section Summary Form.

### **Prepare Materials for Submission to Event Manager and Judge Manager**

- Competitor list by section (any no-shows clearly crossed out).
- Confirm all rating sheets have been filled out correctly and completely.
- If Rating Sheets or Test Scantrons are used, separated into two piles:
  - 1) TO BE SCANNED
    - Please do not use paper clips on those to be scanned.
    - Any teams/competitors that were added onsite **MUST** be flagged with a sticky note and labeled so Tabulations can assign them a competitor ID #. **DO NOT** use a no-show scantron for a team/individual who shows-up on-site. Give them a blank scantron. On-site additions should also be listed on the section summary form.
    - Count the number of forms to be scanned and write it on a post-it note on top of the packet of “to be scanned” scantrons forms. This allows Tabulations to verify they have scores for the correct number of competitors/teams.
  - 2) NOT SCORED
    - Any scantrons of no-show competitors (marked out with an X across **entire** rating sheet **AND** listed in the Master Event Summary form.
    - Extra blank scantrons that were not used.

### **Group Debrief between Each Section Leader, Judge Manager and Event Manager**

- Review the Section Summary Form with your EM and JM – they both need to sign the form before the event is considered final.
- It is crucial that you provide specific feedback on the success of the event, situations that may impact the outcome of the event standings and written suggestions for improving event management or the event guidelines.
- Turn over all paperwork you prepared and results to your Event Manager and Judge Manager
- Cleanup any remaining items at the event site.

## JOB DESCRIPTION: TIMEKEEPER

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### Who Are We Looking For?

Timekeepers may be adults or mature students from the sponsoring state.

### Why Do We Need You?

Timekeepers are needed to ensure the correct time is given to each competitor for their skill, presentation, interview, etc. as allowed by the event guidelines. *Timekeepers must complete the Timekeeper Logs for events that have them. These Timekeeper Logs give HOSA staff data about how much time most of the competitors take for their given event. It allows HOSA staff to make recommendations to the CE Committee for any changes to the guidelines related to the amount of time given for skills, presentations, etc. The information used from the Timekeeper Logs also helps HOSA compile post-ILC event reports. It is vital to have accurate and thorough information.*

### Before the Event

- Review the guidelines. Remember, guidelines change annually so they need to be reviewed each year, regardless of whether or not you have worked on this event in the past.
- Eliminate the word “disqualify” from your vocabulary, make it fun, and make this a positive experience for the competitors! They worked so hard to get here.
- Understand that ILC may be different from your state and/or regional conferences; realize you must approach the event from an international perspective now and do things the “HOSA way”, not the way it was done in your particular state.
- Do not plan extracurricular activities during event commitment time.
- Make sure you know where you are going – find your event room(s) – verify when you need to be there.
- Become familiar with the HOSA Cell Phone and Smart/Electronic Devices Policy found in Appendix F at <http://hosa.org/appendices> .

### Event Personnel Orientation

- Attend the *mandatory* Event Personnel Orientation that will be scheduled prior to ILC via Zoom.
- There is time built into the schedule before each round (if applicable) to provide for preparation and final details.

### Paperwork

- Review the Timekeeper Log for your event (if used) so you know exactly how the timing will work during the event.
- Double-check the first section of the Timekeeper Log is accurate by ensuring the time allowed for the skill, presentation, interview, etc. matches the guidelines.
- Fill-in the top section of the Timekeeper Log with the section, room number, your name and state, and division of competition.

## During the Event

Be kind. Competitors are typically extremely nervous, and your warm and caring attitude toward them makes a big difference.

Be flexible and open to change. Be willing to troubleshoot as needs arise. Be willing to help anywhere. You may be asked to help in another role than the one you were originally assigned. This will only happen when we really need you there.

- You are responsible for the event running on time according to the event guidelines. You ensure the skill, presentation, interview, etc. starts and stops within the appointed timeframe.
- The Section Leader will introduce you as the timekeeper in the event room as each competitor/team enters. Time will begin as soon as competitor/team is introduced.
- Time each competitor using the provided stopwatch, your cell phone (must be in airplane mode) or following the event flowchart if one is provided for your event.
- Complete the Timekeeper Logs for the event as each competitor presents.
  - Timekeeper logs tell us the time used for the skill or presentation so we know how long each competitor took.
  - Timekeeper logs also tell us which topics were chosen in applicable events, such as RPS, PSA, CL, etc.
- Be positioned in the event room in clear site of the competitors so they can easily see you.
- If instructed by the guidelines, provide 1-minute time warning (or other time warning as noted in the guidelines).
- STOP the competitor if they reach the maximum time allowed in the event – do not let the competitor continue past the allotted time.
- Please note on the event summary chart the number of students turning in test when time is called.

## After the Event

- Add any applicable notes about the timing of the event to the Timekeeper Log
- Sign the Timekeeper Log.
- Review the Timekeeper Log with the Judge Manager/Section Leader and debrief.
- Complete the event personnel evaluation form with specific suggestions for improvement so that we can continue to improve for the future.

# JOB DESCRIPTION: REPORT & EVALUATION ROOM FACILITATOR

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## Who Are We Looking For?

A responsible adult from the sponsoring state with excellent organization skills.

## Why Do We Need You?

Report Room Facilitator: Events that have appointment times for presentations, skills, etc., are given a designated “report room” where competitors arrive before the event. Competitors are not given the locations of the exact judging rooms – they only know where to report (where to arrive). As the Report Room Facilitator, you are vital to providing the first impression for competitors and helping ease their nerves. You organize the competitors upon arrival and instruct them where to go for judging. An unorganized report room will lead to an unorganized event!

Evaluation Room Facilitator: Continual quality improvement is vital to the success of HOSA’s future. We need evaluations from all competitors after they have completed their event so we know how to improve.

\* The Report and Evaluation Room Facilitator roles may be combined, depending on the conference setup and room availability.

## Before the Event

- Review the guidelines. Remember, guidelines change annually so they need to be reviewed each year, regardless of whether or not you have worked on this event in the past.
- Eliminate the word “disqualify” from your vocabulary, make it fun, and make this a positive experience for the competitors! They worked so hard to get here.
- Understand that ILC may be different from your state and/or regional conferences; realize you must approach the event from an international perspective now and do things the “HOSA way”, not the way it was done in your particular state.
- Do not plan extracurricular activities during event commitment time.
- Make sure you know where you are going – find your event room(s) – verify when you need to be there.
- Become familiar with the HOSA Cell Phone and Smart/Electronic Devices Policy found in Appendix F at <http://hosa.org/appendices> .

## Event Personnel Orientation

- Attend the *mandatory* Event Personnel Orientation that will be scheduled prior to ILC via Zoom.
- There is time built into the schedule before each round (if applicable) to provide for preparation and final details.

## Report Room Facilitator:



- Gather supplies: event competitor lists, appointment times/labels.

#### Evaluation Room Facilitator:

- Ensure you have enough post-event evaluations for all competitors/or know the process for digital evaluations.
- Gather Supplies: pencils, clipboards (if evaluations are completed outside the event room doors).
- Ensure the room used for evaluations is set with tables – if not, add clipboards to your list of supplies.

#### **During the Event**

Be kind. Competitors are typically extremely nervous, and your warm and caring attitude toward them makes a big difference.

Be flexible and open to change. Be willing to troubleshoot as needs arise. Be willing to help anywhere. You may be asked to help in another role than the one you were originally assigned. This will only happen when we really need you there.

#### Report Room Facilitator:

- You are in charge of the report room and must ensure the check-in runs smoothly. Greet competitors and provide a welcoming environment.
- Notify competitors when their appointment time is approaching – letting them know who is up next, who should be “on deck” waiting, if the event is running on time, etc.
- Supervise competitors while they wait to compete.

#### Evaluation Room Facilitator:

- Distribute post-event evaluations to all competitors/or direct them to the digital evaluations.
- Thank competitors for their participation and wish them luck in their future health careers!

#### **After the Event**

- Return any paperwork to Event Manager and debrief.
- Complete the event personnel evaluation form with specific suggestions for improvement so that we can continue to improve for the future.

# HOSA CHECK-IN AND CHECK-OUT PROCESS

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## 1) Prep Ahead of Time

- Talk with your CE Lieutenant about how the competitor lists will be printed. They will be printed based on the way that makes most sense for your event – usually alpha by last name or school.
- Have as many copies of the list as you are going to have advisors checking in competitors/teams, per item #3 below.

## 2) Get Everyone in the Door

- Do not let competitors gather in the hallways. It can be a fire code violation. Get them inside the event room as quickly as possible.
- Check-in tables should be inside the room, typically opposite the entrance doors. Do not have check-in tables at the entrance to the room because it creates a bottleneck at the door. Work with the CE Lieutenant to request a change to the room set up if needed.
- Instruct teams/competitors to enter and take a seat at the front of the room

## 3) Check-in & Distribute Materials

- Set up the following “stations” at the check-in tables. Each station should have one person designated to each task and competitors will move from station to station.
  1. Check for photo ID and pencils (mechanical pencils are discouraged for use on scantrons)
    - This person can also look for any dress code violations. If there is a question, mark the student’s name and make note of the potential issue. Get the Event Manager and CE Lieutenant to confirm. No dress code points are deducted without signature form CE Lieutenant. Do NOT address the student.
  2. Hand out scantrons (if applicable)
  3. Hand out evaluation (if applicable – some evaluations may be digital)
    - If needed, the scantron and evaluation can be handed out at the same station.
  4. Check in with your Event Manager regarding instructions for distribution of testing materials. Testing may differ depending on the site from year to year.

## 4) Check-Out

- It is generally less disruptive if you can set up 1-2 checkout tables at the back of the room.
- Competitors should return their scantron, evaluation, and test booklet upon completion

## 5) FAQs

- **What happens to the no-shows?**
  - Clearly cross-out any no-shows on the competitor list and mark their scantron form with an X across the entire rating sheet.
  - Add the no-shows to the appropriate box on the Section Summary Form.
- **What if a competitor arrives who is not on the registration list?**
  - Give them a BLANK scantron and allow them to participate.

- DO NOT substitute a name on the computer print-out scantrons with someone else's name or add a competitor number.
- Any additions on-site should be added to the appropriate box on the Section Summary Form.
- **What if a student arrives with no registration badge?**
  - Ask them for photo ID and allow them to participate.
  - Document what happened on the Section Summary Form.
- **What if a competitor is late to for a testing event?**
  - Per GRR, for all written tests, a competitor who is late to the event will be allowed to take the test. The competitor will stop when all other test-takers are stopped and will not receive the full time for taking the test. In a large testing room setup, there may be specific instructions from year to year to address this in a way that fits with the testing schedule. Always refer to the Event Manager and CE Lieutenant with questions.

## JOB DESCRIPTION: TESTING PROCTOR

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### Who Are We Looking For?

Responsible adults from the sponsoring state

### Why Do We Need You?

For testing events and events with a round one test, we need you to help monitor the testing rooms. Multiple people monitoring the room and competitors are necessary to monitor for cheating and address competitor questions. We assign the number of proctors based on the number of competitors testing and this ratio aligns with the SAT testing standards.

### Before the Event

- Review the guidelines. Remember, guidelines change annually so they need to be reviewed each year, regardless of whether or not you have worked on this event in the past.
- Eliminate the word “disqualify” from your vocabulary, make it fun, and make this a positive experience for the competitors! They worked so hard to get here.
- Understand that ILC may be different from your state/association and/or regional conferences; realize you must approach the event from an international perspective now and do things the “HOSA way”, not the way it was done in your particular state/association.
- Do not plan extracurricular activities during event commitment time. You are needed here!
- Make sure you know where you are going – find your event room(s) – verify when you need to be there.
- Become familiar with the HOSA Cell Phone and Smart/Electronic Devices Policy found in [Appendix F](#).

### Event Personnel Orientation

- Attend the *mandatory* Event Personnel Meeting for your scheduled event in which all event personnel attend to learn their roles.

### During the Event

Be kind. Competitors are typically nervous, and your caring attitude toward them makes a big difference.

Be flexible and open to change. Be willing to troubleshoot as needs arise. Be willing to help anywhere. You may be asked to help in a different role than the one you were originally assigned. This will only happen when we really need you there.

- Ensure that competitors are acting in accordance with the event guidelines at all times.
- Discreetly report any issues/concerns to the Event Manager immediately.
- DO NOT confront competitors directly at any time - if you suspect an issue, contact the EM

### After the Event

- Return any paperwork to Event Manager and debrief.
- Complete the event personnel evaluation form with specific suggestions for improvement so that we can continue to improve for the future.

# JOB DESCRIPTION: ONLINE TESTING PROCTOR

## Who Are We Looking For?

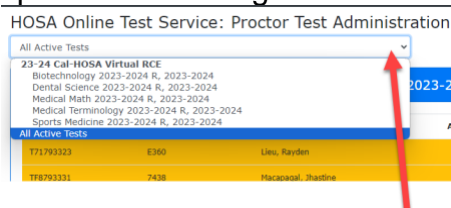
Responsible adult other than Chapter Advisor such as: classroom teachers, librarians, CTE directors, etc. who are willing to help.

## Why Do We Need You?

For HOSA online testing events, we need you to monitor the testing room and log competitors into their correct online tests. Proctors should ensure competitors are following testing rules; address competitor questions; and complete all testing within the timeframe given to them.

## Before the Event

- Your State Advisor or Competitive Events Director will assign you the role of Proctor. Thank you for agreeing to help!
- Via email, you will be provided with a proctor username and password to log in at the following link. <https://testing.hosa.org/> Proctor instructions will also be emailed to you at this time.
- Use the provided username/password to login as Online Test Proctor.
- Prior to the day of testing, login as a proctor to become familiar with the online testing platform. Once logged in you will see:
  - Proctor reminders set up by the state advisor
  - Script to review regarding the process
  - Click the Next button at bottom of the page to:
    - View the students' login information
    - View events that students are registered to test
- Make sure that a computer is available for each competitor scheduled. This needs to be different than the proctor's computer.
- Become familiar with the HOSA Cell Phone and Smart/Electronic Devices Policy found in [Appendix F](#).
- On the Proctor Test Administration screen, (Optional) use the drop down menu to choose ONE specific test to Begin test.



- You will have access to instructions on the top right corner of the screen. It will include the script to read and administer the tests.

## During the Testing

- Check photo ID of testers to ensure the person testing is who is registered on your list
- Remind competitors of the HOSA ethics policy which can be found in the [General Rules and Regulations9](#)
- Be kind. Competitors are typically extremely nervous, and your warm and caring attitude toward them makes a big difference.

- Be willing to troubleshoot as needs arise. If you need technical assistance while proctoring, you can call your state representative or HOSA Technology Support at 1-800-321-HOSA or [support@hosa.org](mailto:support@hosa.org)

### **Technical Instructions**

- Provide students with their ID and Password.
- Direct students to access the following web address: <https://testing.hosa.org/>
- Students enter the ID and Password you provided.
- Once students have logged in they will see a link to begin their test. They cannot begin testing until you FIRST click “begin test” on your computer screen.
- Throughout testing, the proctor will monitor the room to maintain testing integrity (i.e., no outside resources are used, no talking, no screenshots of testing, etc.)

### **Suggested Room Set up to Provide Consistency and Reduce Opportunity for Cheating**

- Desks set up in rows or spaced out appropriately to prevent wandering eyes
- 30 testers to every 1 proctor ratio (at the most)

### **After the Event**

- Inform the chapter advisor of students who completed testing.

## JOB DESCRIPTION: PATIENTS

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### Who Are We Looking For?

Patients may be adults or mature students from the sponsoring state. Students often enjoy filling this role. Some events/skills have specific requirements for patients (small in stature, male, no shirt, etc.) so the National CE Lieutenant should be consulted before assigning patients. The patients should be similar in size and stature across all sections, so consult with the CE Lieutenant.

### Why Do We Need You?

For many skill events, patients (also called “athletes” or “patient” depending on the event) are needed for the competitors to perform the given skills. The skill competition could not happen without you filling your role!

### Before the Event

- Review the guidelines. Remember, guidelines change annually so they need to be reviewed each year, regardless of whether or not you have worked on this event in the past.
- Understand that ILC may be different from your state and/or regional conferences; realize you must approach the event from an international perspective now and do things the “HOSA way”, not the way it was done in your particular state.
- Do not plan extracurricular activities during event commitment time.
- Make sure you know where you are going – find your event room(s) – verify when you need to be there.
- Become familiar with the HOSA Cell Phone and Smart/Electronic Devices Policy found in [Appendix F](#)

### Event Personnel Orientation

- Attend the *mandatory* Event Personnel Meeting for your scheduled event in which all event personnel attend to learn their roles.
- There is an Event Personnel Orientation scheduled before each round (if applicable) and typically they are scheduled 45 minutes – 60 minutes prior to the start of the event. You need to attend the orientation for the round 1, round 2, and/or both rounds depending on what you have been assigned by your State Advisor.

### Details

- Determine if you need to wear any particular clothing or bring any particular items. Sometimes patients are asked to wear running shoes, or shorts and a t- shirt, etc.
- Review the Patient Script given to you by the Event Manager so you know what to expect – Will you be a car crash victim with a broken arm? Will you be an athlete with an ankle injury?
- Make sure you are comfortable with what is asked of you as the patient.

### During the Event

- Be kind. Competitors are typically nervous, and your caring attitude makes a big difference.



- Be flexible and open to change. Be willing to troubleshoot as needs arise. Be willing to help anywhere. You may be asked to help in another role than the one you were originally assigned. This will only happen when we really need you there.
- Act exactly the same for each competitor.
- Act according to the scenario, but do not overact.
- Follow the exact instructions given in the Patient Script.

### After the Event

- Return any paperwork to Event Manager and debrief.
- Complete the event personnel evaluation form with specific suggestions for improvement so that we can continue to improve for the future.

## JOB DESCRIPTION: DISPLAY TIME MONITOR

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### Who Are We Looking For?

Display Time Monitor may be adult from a sponsoring state, or other volunteer as assigned.

### Why Do We Need You?

Display Time Monitors are needed to ensure the competitors get credit for attendance and that the Display Time is run as allowed by the event guidelines. Display Time Monitors must complete the Display Time Summary sheet. These give HOSA staff data about which competitors did not show up. It also allows HOSA staff to make recommendations to the CE Committee for any changes to the guidelines related to the amount of time given, etc. The information used from the Display Time Summary also helps HOSA compile post-ILC event reports. It is vital to have accurate and thorough information.

### Before the Event

- Review the guidelines. Remember, guidelines change annually so they need to be reviewed each year, regardless of whether or not you have worked on this event in the past.
- Eliminate the word “disqualify” from your vocabulary, make it fun, and make this a positive experience for the competitors! They worked so hard to get here.
- Understand that ILC may be different from your state and/or regional conferences; realize you must approach the event from an international perspective now and do things the “HOSA way”, not the way it was done in your particular state.
- Do not plan extracurricular activities during event commitment time.
- Make sure you know where you are going – find your event room(s) – verify when you need to be there.
- Become familiar with the HOSA Cell Phone and Smart/Electronic Devices Policy found in [Appendix F](#)

### Event Personnel Orientation

- Attend the *mandatory* Event Personnel Meeting for your scheduled event in which all event personnel attend to learn their roles.
- There is an Event Personnel Orientation scheduled before each round (if applicable) and typically they are scheduled 45 minutes – 60 minutes prior to the start of the event. You need to attend the orientation for the round 1, round 2, and/or both rounds depending on what you have been assigned by your State Advisor.

### Paperwork

- Review the Display Time Summary for your event so you know exactly how the timing will work during the event.
- Fill-in the top section of the Display Time Summary with the event name, your name, and when the Display Time began and ended.

### During the Event

Be kind. Competitors are typically extremely nervous, and your warm and caring attitude toward them

makes a big difference.

Be flexible and open to change. Be willing to troubleshoot as needs arise. Be willing to help anywhere. You may be asked to help in another role than the one you were originally assigned. This will only happen when we really need you there.

- You are responsible for the event running on time according to the event guidelines.
- Please note on the Display Time Summary form the competitors who do not show up or are late.
- Distribute Talking Points to competitors (if applicable).
- You are responsible for ensuring visitors do not touch displays or cause disturbances. Ask anyone causing problems to leave.
- Time event using the provided stopwatch or your cell phone (must be in airplane mode).
- Move about the event room in clear site of the competitors so they can easily see you.
- Provide 5-minute time warning for visitors.
- STOP Display Time on time – do not let the event continue past the allotted time.

#### **After the Event**

- Add any applicable notes about the event to the Display Time Summary.
- Sign the Display Time Summary.
- Review the Display Time Summary with the Judge Manager/Event Manager and debrief.
- Complete the event personnel evaluation form with specific suggestions for improvement so that we can continue to improve for the future.

## ORIENTATION CHECKLISTS

### Event Manager and Judge Manager Orientation

#### CE Lieutenant Orients EM and JM:

- ☐ Identify the Event Manager (EM) & Judge Manager (JM) from the shared Google Sheets file provided by HOSA Management. If none are listed, HOSA management will contact the state advisor to get the names of the EM & JM as soon as possible.

*The EM & JM Orientation meeting will be scheduled via Zoom (or the online platform of your choosing) before May 31<sup>st</sup>. The EM and JM **MUST** attend. The **individual** CE Lieutenants will meet with the EM and JM regarding their specific events. The information below should be discussed by the EM, JM, and CE Lieutenant.*

**Online Call Details** (The purpose of this call is to gather important information, establish a positive rapport with the EM & JM, provide orientation and to answer any questions they may have):

- Briefly introduce yourself and your experience in HOSA; then ask the following:
  - ☐ How familiar are you with the management of this ILC event?
  - ☐ When are you arriving at the ILC?
  - ☐ Which hotel will you be staying in?
  - ☐ What is your cell phone number? Confirm correct information on the event personnel google sheet.

#### Event Personnel:

- Review [Job Descriptions](#) of Event Personnel (EP):
  - ☐ Lieutenant (LT): I support your efforts and the Category Chair supports my efforts. I will be available to you before/during/after the event, making sure that you have everything you need to run this event effectively. I talk to competitors, personnel, and judges to continuously monitor the flow of the event, and I'm here to encourage and support you in any way I can. HOSA appreciates your service and involvement in ILC and this event cannot be successful without you!
  - ☐ Event Manager (EM): You run the event. You are responsible for ensuring your personnel understand and fulfill their role, your competitors enjoy their experience, and your event begins and ends on time. You must be willing to encourage and support your JM, section leaders, timekeepers, and all other personnel in any way you can. HOSA appreciates their service and involvement in ILC and this event cannot be successful without them!
  - ☐ Judge Manager (JM): You are "in charge" of assisting the Lt. in the orientation of the judges and the judging process. You must be willing to ensure that the event guidelines are followed, and all forms are filled out completely and correctly. You will be answering questions, conducting a run through and finalizing details prior to the event. HOSA appreciates your service and involvement in ILC and this event cannot be successful without you!
  - ☐ Other personnel needed for this event (review job descriptions together on website) for applicable timers, patients, bus coordinator, etc.

- ☐ Are all roles already assigned by your state?
- ☐ How will you notify your group of the event personnel meeting?
- ☐ Will your group use any other form of communication to stay in touch as the event is taking place (Remind, What's App, GroupMe, Discord, etc.)
- ☐ Have your Event Personnel been notified of appropriate dress? Is there a state polo shirt or uniform look your state wants represented for all event personnel?

### **Event Specifications:**

- Review the Event Specification file and ask if the EM & JM have any questions. These Event Specification files cover all important details regarding the event.

### **Important for ALL events:**

- Timing & Time Management: Importance of sticking to judging intervals and staying on time.
- Attitude: Be nice and courteous to the competitors. They are nervous and have spent a lot of time and money to get to ILC. They deserve a positive experience!
- Document EVERYTHING. Write on the Section Summary Form and Master Event Summary Form. Review these forms
  - ☐ NO DISQUALIFICATION. Remove that word from our vocabulary
  - ☐ Dress Code and Process Violations – must be confirmed by CE Team Lieutenant
  - ☐ Photo ID and Cell Phone/Smart/Electronic Device Policy found at [Appendix G / H](#)
  - ☐ No shows, on-site additions - how to manage. Refer to the [HOSA Check-in Process](#).

### **Event Guidelines**

- Review the [event guidelines](#). Know these! The competitors have been studying these forward and backwards. You need to be the expert on logistics and details in the guidelines.

### **Event Box**

- Review the Event Box Checklist file, as available, to know what will be provided in the event box.
- What supplies need to be added to the event box before the event? (Example: Stopwatch, pencils, index cards, signs, secure items, etc.)
- Who is picking up the event box from CE headquarters for the event and when?

### **Round 2 Info Sheet**

- Does your event have a Round 2 Info Sheet?
- Review the information on the Round 2 Info Sheet. This is the same information students will have access to through the app when Round 2 finalists are posted.

### **Topics**

- Does your event have a secret topic?
- Where will you find the secret topic?

## Off-Site Events

- Who is the Bus Coordinator?
- Do you and your LT have the bus coordinator's contact information?
- Are you confident about the busing plan? What details do you need? Have you reviewed the Bus Schedule?

## Competitor Check-in

- Refer to the [Check-in Process](#) for how to effectively check-in the competitors
- Competitor List: Do you have a folder in the Event Box with this information? Please note, appointment times will be posted on the HOSA app for competitors. You will also have a list of competitors by appointment time.

## Room Set-up

- Review the way the event room(s) will be set and confirm with event Lieutenant
- Check HOSA Room Set Diagram

## Event

- EM assists with setup and run through for all event personnel while the JM conducts Judge Question and Answer
- Describe the flow of the event. Where will competitors report? How will they know where to go?
- What is your plan to make sure the event starts on time and stays on time?
- What is your plan to check in on all sections to ensure the competition is flowing nicely?
- What is your plan to make sure the judges are completing the tablet forms online and/or scantron forms correctly and completely?
- Does your event have a Display Time? Is it required or optional? What is your plan to make sure all competitors know when to retrieve their displays? How will you take attendance, if applicable?

## Evaluations

- What is your plan to make sure all competitors, judges, and event personnel complete an evaluation?
- Some events may have hard copy evaluations, and some may use a digital evaluation. Discuss with the CE Lt. the plan for this event.
- With either format, there will be a Round 1 Competitor Evaluation, Round 2 Competitor Evaluation, and Event Personnel/Judge Evaluations.

## After the Event

- Follow the directions on the Master Event Summary Form and Section Summary Form for how to collect items, group scantrons, and gather paperwork.
- If using scantrons who will triple-checking that all scantrons are completed correctly? Scantrons should be CHECKED for accuracy and no blanks.

- Who will make sure the event box and all supplies and equipment are taken back to CE Headquarters?
- Check to be sure you have thank you notes in your event box. Event Personnel are responsible for writing a hand-written thank you notes to the judges in their event, and delivering to the judges before they leave.
- Debrief with the CE Lieutenant

**Orientations:**

- Event Personnel Meeting:  
Date:                      Time:                      Zoom:
- Judge Orientation  
Date:                      Time:                      Zoom:
- Pre-Judging Orientation (if your event has a pre-judged component)  
Date:                      Time:                      Zoom:



## ORIENTATION CHECKLISTS

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### Event Personnel Orientation

#### Event Manager Orients rest of Event Personnel:

Conduct the *mandatory* Event Personnel Orientation that will be scheduled prior to ILC via Zoom (or other online platform of your choosing). Record the meeting for those who may not attend. Suggested timeframe is early June after appointment times get posted, but before Judge orientations start.

- Review each [job description](#) to ensure all know their role
- Review the guidelines for your assigned event (highlighting key points)
- Review Event Specifications for the event. The document should include all event details.
- Discuss the Master Section Summary, Section Summary form, and check-in process/flow of event.
- Any challenges (for example, dress code violation, possible cheating, etc.) must be brought to the Event Manager and CE Lieutenant to be resolved/verified. Do not confront the competitor.
- Cell Phones/Smart Devices: All event personnel phones or smart devices should be on silent or turned off, unless using as a timer (in which case it needs to be in airplane mode so as not to receive a notification or interfere with timing).
- Photo ID: Refer to the [Photo ID Appendix](#). Note any competitors who do not have photo ID (before each round of competition) on the Section Summary forms.
- This is also the time where Tablet Judging will be explained to Section Leaders. This is why Section Leader attendance is vital. Some events will use Tablet Judging and some will use scantrons – review the process for your event.
- There is about 1 hour built into the on-site schedule before each round (if applicable) for final preparation, final Q&A, final details and a run through.
- At ILC, there will be a room set aside on the Wednesday of ILC week for any groups of event personnel who feel they also want to meet in-person prior to the day of their event. This is optional and determined by each CE Lieutenant and Event Manager.

### Judge Orientation

#### CE Lieutenant and Judge Manager Orients Judges:

The CE Lieutenants runs this and is assisted by the Judge Manger.

- HOSA Staff will set up these ZOOM meeting links and share with the CE Lt., JM, and Judges.
- Please remind judges of date, time, and the length of the entire event and confirm that they will be able to stay for the duration.
- A PowerPoint to follow during this meeting will be created by HOSA Staff and the CE Lt.
- Guidelines, judging process, use of tablets or scantrons, and Judge Fact Sheets should be reviewed at this time.

- Stress to Judges that rating should be done independently, and not as a group.
- On the day of the event:
  - Judge Manager arrives 30 minutes prior to judges at the Judge Report room
  - Judge Manager greets and welcomes judges, ensuring
  - there is an hour Q&A time allotted for the JM to meet with and answer any questions the judges may have, directly before the event starts.

**Follow-up for ALL meetings/orientations:**

**SEND A WRITTEN FOLLOW UP EMAIL** to the EM & JM (with copies to your category chair, Bergen Morehouse and Jan Mould) with a summary of EACH of these meetings and any issues/concerns that need to be addressed.

## 5. GET ORGANIZED

### PLAN EVENT SPACE – POD ROOM DESCRIPTION

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#### BACKGROUND

Pod rooms are used at ILC to:

- maximize space potential: we don't always have multiple small individual rooms to use for one event at a time. But in larger convention centers and hotel spaces, we typically have access to large ballrooms. The POD concept converts one large ballroom into multiple smaller rooms that are better suited for competition.
- maximize the use of event personnel: in one large ballroom, many of the staff can be shared and help each other more than if they are all in individual separate room

#### SELECT EVENTS FOR THE POD ROOMS

At previous ILCs, the events conducted in the Pod rooms have been:

- Presentations by teams – Creative Problem Solving Round 2; Public Health Round 2, Community Awareness, and Dynamic Decisions
- Skills – CPR/First Aid, CERT Skills, Life Support Skills (2 skills in same pod but not combined), and Personal Care (2 skills in same pod but not combined)

Initially there was uncertainty about how skill events would run in the Pods. We were concerned about hearing the skills and seeing something through the Pod drapes that gave away the skill. We had very quiet white noise piped in through the ballroom speakers to help address the noise. It gave a low hum in the whole room that muffled specific sounds.

#### STAFF NEEDED TO RUN EVENTS IN POD ROOMS

ILC 2022 used the following personnel:

- Event Manager (1)
- Judge Manager (1)
- Section Leader/Timer both roles (1 per section)
- Check-in (2)
- Runners (2)
- Line Monitor (1)
- Event Assistants (2)

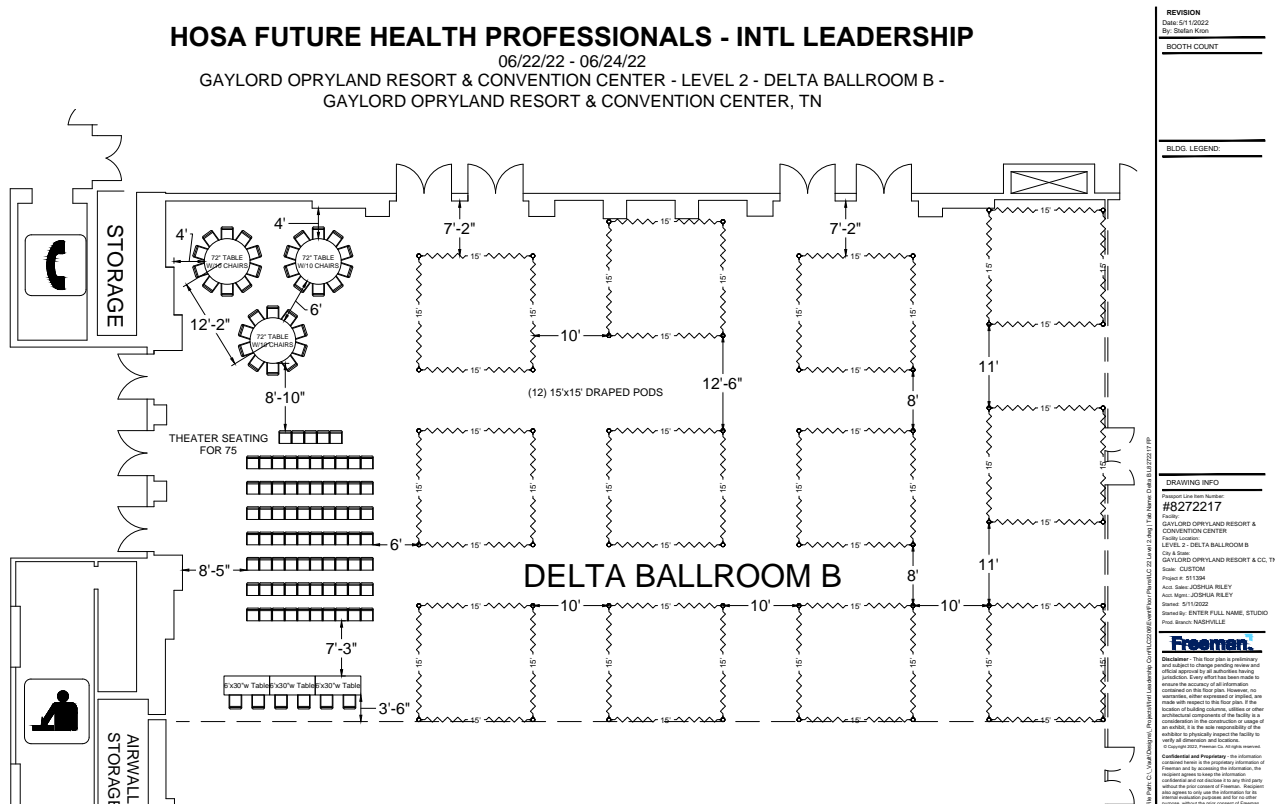
#### STAFF PRE-PLANNING

Details prior to the event included:

- Flow of competitors.

- Visualizing where competitors check in, where they wait, when they go back to the assigned Pod.
- Method for determining when to send next team/competitor
  - Some events could have competitors staged in a chair right outside of the Pod. (Leadership and Teamwork events)
  - Skill events need the competitor waiting in a separate waiting area (so they don't hear the skill)
- Judge Orientation was held in front of the Pod room (at round tables) and then those tables converted to evaluation area
- Supplies /Setup
  - Clipboards for judges
  - Inside each Pod had the same furniture setup as outlined in the [HOSA Room Set Diagram](#). Each Pod was treated as an individual judging room.
  - In some events / timeframes, not all 12 Pods were used at once. Event personnel determined the best placement of the sections, so they weren't right next to each other.
    - For example, Community Awareness may have only had 8 sections and used 8 of the 12 Pods in the room. Other times we combined events and had Dynamic Decisions and Creative Problem Solving running at the same time.

## ROOM SET USED AT A PREVIOUS ILC



# PLAN EVENT SPACE – DISPLAY ROOM DESCRIPTION

## BACKGROUND

One Display room was used at ILC to:

- maximize space potential: we don't always have multiple rooms to use for each event at a time. But in larger convention centers and hotel spaces, we typically have access to large ballrooms. This concept uses one large ballroom for multiple events spaced out throughout the day, with one shared Display Time for conference goers.
- maximize the use of event personnel: in one large ballroom, many of the staff can be shared and help each other more than if they are in individual rooms.
- Another option is to set up the Display room in a shared space with the exhibitor hall.

## ORGANIZATION FOR THE DISPLAY ROOM

- Select events can be housed in ballroom based on space for registration numbers (HCD, MI, EMI, HCP, RP, HOSA Happenings)
- Events can use same 'set-up' time in am; use judges for Round 1 judging without competitors; schedule Display Time for competitors to return; then post Round 2 appointment times for those moving on to presentation judging.
- Events with only 1 round may be scheduled in the am or pm based on organization (i.e., RP can have presentations going while HCD Round 1 judging is occurring without competitors)
- Also consider using pre-judging in Health Career Photography and Research Poster

Event personnel stationed inside room can help competitors navigate where to set up; remind competitors to have photo ID, event materials, etc.... for section leaders.

- This monitor will need a schedule so they know which events are set for which time – and clipboards – and Event Specs to show event sections are, and 'quiet please' signs

## STAFF NEEDED TO RUN EVENTS IN DISPLAY ROOM

At a previous ILC, for example, the following personnel were used:

- Event Manager (1 per event in room)
- Judge Manager (1 per event in room)
- Section Leaders/timekeeper (1 per section)
- Floaters (2)
- Event assistants (2 optional)

## STAFF PRE-PLANNING

Details prior to the event included:

- Flow of competitors.
  - o Visualizing where events set up, where they present (not right next to each other if possible), and how/when to return to pick up materials.
- Volunteer Event Personnel Orientation was first held near the front of the room; keep it short & simple; use job description handouts to answer questions
- Supplies /Setup
  - o Clipboards for judges
  - o Setup as outlined in the [HOSA Room Set Diagram](#), and noted below (from ILC 2022)

- Two (2) large room maps with competitor/team designations on them (see below);
- Large competitor list with assigned numbers on it correlating to room map (so competitors can find their spot in room; see below)
- Easels with room maps inside should direct people to their event spot
- Competitor lists sorted by event round and section, with extra columns for Photo ID, Dress Code, and additional notes.
- Evaluation QR codes or forms

### **Check-in for Event Set Up:**

- Section Leaders check in teams assigned to their section; measure displays as appropriate adding post-it to displays NOT meeting guidelines (so judges can address in rating sheet)
- Timekeepers assigned to each judge, so event stays on time (no matter which round)
- If pre-judging online, skip Round 1 going straight into Display Time before presentations
- Competitor List in excel will have added columns for:
  - Photo ID checked on Comp list
  - Dress code marked on Comp list – must write SPECIFICS about the potential issue...
  - No shows marked out on competitor list but do NOT X out scantrons (in case they show up late)

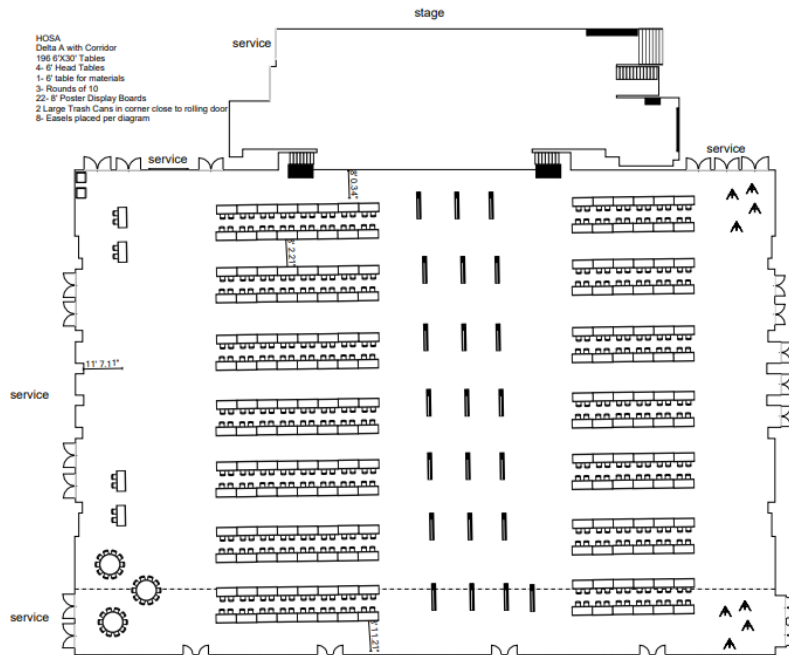
### **Display Time:**

- Event personnel needed to roam room and ensure security of event materials
- Section leaders will take attendance for TABS
- Event Manager will have master Summary forms and IF NEEDED will attach a summary form to the stack of check-in lists that go over to the checkout side – noting any issues that Tabs would need to be aware of – otherwise Tabs will use the notes on the check-in lists to determine any point deductions for photo ID or dress code.
- Event Manager paying special attention to the events that flip (to Rd 2) to ensure they are over to TABS promptly so they can be ready to go for Round 2.
- The room was not flipped or reset between rounds; competitors were instructed to return to pick up materials at the end of the day, or between rounds of other events.

### **Presentations:**

- Exit signs placed outside of the exit doors that say “exit only” so people aren’t trying to go into those doors as the entrance
- Section Leaders or timekeepers can escort competitors/teams to and from the judges
- After presentations, competitors can use their phones to scan the QR code to complete the evaluation form (need these QR codes posted around room; or paper evaluations as applicable)

## SAMPLE DISPLAY ROOM SET USED



## SAMPLE COMPETITOR SPOT MAP USED (SEPARATE LIST POSTED ASSIGNING HOSA HIGH= Q6, ETC.)

### Medical Innovation (Rows O-W)

### Exploring Medical Innovation (Rows Y-BB)

O	1	2	3	4	5	6	7	8	9000'w Table030'w Table050'w Table030'
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## DELTA BALLROOM A (rear ballroom)

Entrance ↓

Entrance ↓



## PLAN EVENT SPACE – TESTING ROOM DESCRIPTION

### BACKGROUND

One CE testing room and one ATC testing room are used at ILC to:

- maximize space potential: we don't always have multiple rooms to use for each test separately. But in larger convention centers and hotel spaces, we typically have access to large ballrooms. This concept uses one large ballroom for multiple tests spaced out throughout the day.
- maximize the use of event personnel: in one large ballroom, many of the staff can be shared and help each other more than if they are in individual rooms.
- organize schedule to meet the needs of competitors; notes below specifically reflect CE testing room unless otherwise noted; ATC testing room used scheduled testing windows where competitors could test whenever it fitted into their schedule (best to use reminder system throughout conference so not everyone testing on last day/hour).

### ORGANIZATION FOR THE TESTING ROOM

- CE Round 1 tests used as a Round 2 qualifiers were scheduled first;
- Scantrons sorted A-C, D-F, G-I, etc. into one box alpha separated into folders inside the box by event; so, all Biomedical Debate A-C together... Medical Assisting A-C together, and lastly Vet Science A-C, etc. in one box. Next box is Biomedical Debate D-F... Med Assisting D-F... Vet Science D-F etc;
- Blank scantrons in all alpha boxes in case someone says they need to test in an event and is not on the list.
- Tests set out and organized on 8 tables directly behind each check-in table: based on alpha sort of scantrons, CE team will be able to tell approx. how many color-coded tests need to be stationed behind A-C table, how many behind D-F table, etc. (printing tests with different colored cover pages helps with organization).
- Knowledge and recognition tests were scheduled based on numbers after Round 1 tests, between larger testing groups, or on the last day of conference (not to exceed potential room capacity at any time). Be sure not to schedule tests requiring calculators together or back-to-back (unless you have enough calculators to accommodate).
- **ATC TESTS AND SCANTRONS** sorted by event (Biology, Chemistry, etc.) and competitor name.

Volunteer event personnel stationed outside testing room to help competitors navigate when to get in line for specific CE tests (no more than 15 minutes prior to scheduled testing time); reminded competitors to have sharpened pencils, photo ID, etc. (checked to see if registered for ATC test)

- This monitor only let people pass (get into testing line) for the designated CE event – so if they were there earlier than 15 minutes for their event they were told to come back. This helped ensure we had space for those needing to test at the scheduled times.
- Approximately 15 minutes after posted CE test start time – then we start letting the next test on the agenda line up – OR as soon as the line inside the room starts to empty and no other competitors waiting to test for that event.

- This monitor will need a testing schedule so they know which events are set for which time – and clipboards – and Event Specs to show the order of tests, along with ‘testing’ and ‘quiet please’ signs
- Need Disneyland lines with stanchions filling 1/2 of ballroom (see room map below) or tape on the floor to create lines
- ATC testing windows open to anyone within testing schedule window (i.e., 8am-8pm).

### STAFF NEEDED TO RUN EVENTS IN TESTING ROOM

At a previous ILC, we used the following personnel for CE:

- Event Manager (1 for check-in side, 1 for testing are, and 1 for check-out side recommended)
- Check-in (16)
- Line Monitors (at least 2)
- Proctors (8)
- Check-out (8-10)
- Runners for TABS (1-2)
- ATC is similar but may need lower numbers based on registration numbers

### STAFF PRE-PLANNING

Details prior to the event included:

- Flow of competitors.
  - o Visualizing where competitors check in, where they wait, how/where they get seated for testing, and how/where to turn in materials.
- Volunteer Event Personnel Orientation was first held near the front of the room; keep it short & use Train the Trainer method for later shifts (don't let volunteers leave until replacements have been trained); use job description handouts to help answer questions.
- Supplies /Setup
  - o Clipboards for check-out personnel, with copies of testing schedule
  - o Setup as outlined in the [HOSA Room Set Diagram](#), and noted below (from ILC 2022)
  - o Two (2) large LED clocks for testing room so competitors could monitor their own time
  - o Printed tests with different colored cover pages (for help with organization)
  - o Crates with hanging files to hold scantrons sorted by event and alpha (see below)
  - o Competitor lists sorted by event and alpha, with extra columns for Photo ID, Dress Code, Time In, Time Out, and additional notes
  - o ‘Testing’ and ‘Quiet Please’ signs

### Check-in Process:

- Synchronize watches prior to each shift beginning so central time is same for all competitors.
- Stations will have competitor lists by event and alpha by competitor (not team).
  - o Write **current** time (Central) on Scantron (do NOT add/subtract time)
  - o Remind student to **read ALL directions** prior to starting test.
  - o Remind students to **monitor own time** and **complete evaluation** prior to check-out (extra time built in, but they must watch clocks in testing space)
  - o Write start time on competitor list
  - o Add test booklet number to competitor list (for tiebreakers)
- Check-in personnel raises flag when current event checked in for their alpha list

- Monitor stations to ensure process is followed
- Late testers- send to late tester table for check-in; add note to [Testing Summary](#) form re: why late and allow student to test (CN, HHA, NA, FS, PP may not be able to test late due to tight turn; may offer them ATC test instead)
- When event is checked in, take competitor lists and Testing Summary form to individual over check-out for check-out notes to be added

### **Changing Over Events / Late Arrivals / Lists over to the Checkout Side:**

- Proctors will have written end test time on Scantron and collected evaluation forms already
- Collect test booklets and completed scantrons from students. Make sure ALL test numbers and names are in correct location.
- Write end time on competitor list. Circle any overtime violations on roster and put Scantron on top of testing Scantron pile so TABS can review.
- Sort test booklets by test number.
  - o Note missing test booklets on post it and add to top of pile
  - o Return tests to box by testing day/time
- Sort completed scantrons by last name alpha;
  - o add-on testers get sorted separately and added to top of pile by last name.
  - o time violations get sorted separately and added to top of pile by last name.
  - o No show scantrons get sorted separately and added to top of pile by last name.
- Note any issues on Testing Summary;
  - o write in add-ons, late testers
- Send [Testing summary](#) with scantrons to TABS. Test booklets returned to CE HQ. Evaluations returned to correct location in CE HQ
- Mark test off list on wall when sent to TABS

### **Testing Side / Proctors:**

- o Proctors tell competitors where to sit; if a team event, teammates not sitting next to each other
  - o Additional proctors roaming room to help seat people and ensure event integrity.
- May not be space in the room to sit every other seat – people will be next to each other –and in some of the peak times room could be full! - just need to do our best so that teammates aren't right next to each other
- Room is spread horizontally as much as possible to help proctors and competitors get in and out.
- Cover page of tests are color coded to help during check-out, but in the testing side, the cover pages won't be seen easily once testing begins
- All proctors will also have the same colored marker as the Check-in people = as soon as proctor sees competitor stand up and come to aisle, proctor can mark the STOP TIMESTAMP on the top right side of Test Booklet.
- Competitors then proceed to the checkout area of the room.

### Check out

- Exit signs placed outside of the exit doors that say “exit only” so people aren’t trying to go into those doors as the entrance
- Easels with checkout signs inside testing area should direct people to checkout area
- 2 people stationed at airwall, or pipe & drape, on bottom of the room to catch any competitors who didn’t already have a proctor write on their test booklet
- Write the timestamp on the top right side of TEST BOOKLET
- Enter the Checkout line with Disneyland stanchions or tape
- Competitors can use their phones in line to scan the QR code on the test cover page to complete the evaluation form
- At checkout table, turn in test booklet, turn in scantron, show eval “done” screen to checkout person to receive the competitor participation certificate. If eval not done, GIVE certificate AND copy of the half pager to scan and complete evaluation later
- Extra tables lined the wall next to checkout so the test booklets and test scantrons can be organized into boxes (by test booklet #) and scantron baskets (by event)
  - o One checkout person assigned to go through the stack of test booklets and transfer the stop time stamp to one master competitor list – so the competitor list has all of the stop times for competitors in one place.

### Scores to Tabs:

- For each test, the following is organized:
  - o Test scantrons (sorted by event)
  - o Check-in competitor lists (with notes on dress, photo ID, and test start time)
  - o One master competitor list from checkout side (with stop time added for each competitor; allowing extra 5 minutes to walk to/from testing seat for check-in/checkout)
  - o Test booklets in stack together (can go into labeled boxes with other tests)
  - o If Event Manager filled out a Master Summary Form to report any issues regarding the event, this will also be included for Tabs.
- Assign a CE Runner to go down to the Testing rooms at the end of each scheduled test to collect the “piles” (stack of scantrons, master summary form, check-in lists from each table, and master check-out list) to bring to Tabulations.



## EVENT SCHEDULING BASICS

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The following steps and processes are used when scheduling events for the ILC.



Before scheduling, review the event registration for accuracy. Are the number of competitors per team correct? Are all competitors members of HOSA-Future Health Professionals and their affiliated chapter? Are only event-eligible competitors registered?



Determine the number of sections. This varies by event. For most judged events with appointment times and when there are multiple sections, our goal is a minimum of 10 competitors (teams) per section, and a judging duration of 2-3 hours. (see the note below about Judges and Event Scheduling)



Determine the event interval. The event intervals used at the ILC are listed on the “ILC Event Scheduling Intervals” chart. The intervals are designed to keep the event running at a brisk and steady pace without any “down” time.



Schedule the rooms and judges. At the ILC, we make every effort to put the rooms together AND to schedule adequate judges per section.

***Judges and Event Scheduling** – The ideal judging time for HOSA events is approximately 2 – 3 hours. Anything under 2 hours is not a good use of the judge’s time. After 3 hours of judging, the judge becomes tired, making it difficult to focus on the task at hand.*

The Judge Orientation is now done online prior to ILC with the opportunity to ask CE staff questions before getting on-site. In addition to judging, the time it takes the judge to get to the site, park, and find the location (another 30 minutes to an hour) needs to be taken in consideration. Please realize we are asking 3 - 4 hours of that professional’s time. FOR THIS REASON, HOSA strives to make the best use of judge time, keeping the “down” time to a minimum.



## PROCESSES REVIEW: Recommended Event Scheduling Intervals

The following intervals may be used **as recommendations** for competitive event scheduling. Intervals include 2 minutes for team/competitor transitions as applicable. Skill event timing will vary based on the skills selected. All testing length times are in the event guidelines.

HEALTH PROFESSIONS EVENTS	Event	Time Allowed	Suggested Interval
	Clinical Specialty Prejudging	5 minutes per portfolio	N/A- judging after submission
	Clinical Specialty	6 minutes interview 2 minute judge rating	Every 10 minutes
	Family Medicine Physician	10 minute presentation 2 minutes judge rating	Every 14 minutes
	Respiratory Therapy Round 1	2 minute set up 8 minute presentation 2 minutes judge rating	Every 14 minutes
HEALTH SCIENCE EVENTS	Medical Spelling Rd2	Varies (2 min per word used)	Five Hour Block for approx 50 spellers at ILC
EMERGENCY PREPAREDNESS EVENTS	CPR/First Aid Rd 2	12 minutes	Every 14 minutes
	EMT Rd 2	12 minutes	Every 14 minutes
	Mental Health Promotion Prejudging	7 minutes per campaign	N/A- judging after submission
	Mental Health Promotion	7 minutes 2 minutes judge rating	Every 11 minutes
	MRC Partnership Prejudging	5 minutes per portfolio	N/A- judging after submission
	MRC Partnership	3 minute presentation 3 minutes judge rating	Every 8 minutes
	Public Health Rd 1	4 minutes 2 minutes judge rating	Every 8 minutes
	Public Health Rd 2	5 minutes set-up 9 minutes presentation 3 minutes tear down/ judge rating	Every 17 minutes (transition during tear down)
TEAMWORK EVENTS	Biomedical Debate Rd2	15 minute rounds 3 minutes judge rating	Uses seeding chart and flowchart with 25 min rounds
	Community Awareness Prejudging	6 minutes per portfolio	N/A- judging after submission



	Community Awareness	5 minutes presentation 2 minutes judge rating	Every 9 minutes
	Creative Problem Solving Rd 2	30 minutes prep 8 minutes presentation 2 minutes judge rating	Uses flowchart with teams every 15 minutes
	Forensic Science Rd 2	6 minutes case study review 30 minutes write-up	Uses flowchart- with 2 teams every 8 minutes Judging: 10 min per written conclusion suggested
	Health Career Display Rd 1	Judges only: 5 minutes per display suggested	N/A- judging after all displays set up
	Health Career Display Rd 2	5 minutes presentation 2 minutes judge rating	Every 9 minutes
	Health Education Prejudging	5 minutes per portfolio	N/A- judging after submission
	Health Education	5 minutes presentation 2 minutes judge rating	Every 9 minutes
	HOSA Bowl Rds2-6	10 minute rounds using seeing chart	15 minute intervals for matches
	Medical Innovation Rd 1	Judges only: 5 minutes per exhibit suggested	N/A- judging after all displays set up
	Medical Innovation Rd 2	7 minutes presentation 2 minute judge rating	Every 11 minutes
	Parliamentary Procedure Rd 2	15 minutes prep 11 minutes meeting 2 minutes judge rating	Uses flowchart, 2 teams every 15 minutes
	Public Service Announcement Prejudging	5 minutes per submission	N/A- judging after submission
	Public Service Announcement	30 sec PSA viewing 4 minutes presentation 2 minutes judge rating	Every 9 minutes
	<b>LEADERSHIP EVENTS</b>		
	Extemporaneous Writing - Health Policy	Judges only: 8 minutes per essay suggested	N/A- judging after 60 minute event
	Health Career Photography Prejudging round 1	5 minutes per portfolio	N/A- judging after submission
	Health Career Photography Rd 2	3 minute presentation 2 minute judge rating	Every 7 minutes
	Healthy Living Rd 2	4 minutes presentation 2 minutes judge rating	Every 8 minutes
	Interviewing Skills Prejudging	7 minutes per submission	N/A- judging after submission

	Interviewing Skills	4 minutes interview 2 minutes judge rating	Every 8 minutes
	Job Seeking Skills Prejudging	7 minutes per submission	N/A- judging after submission
	Job Seeking Skills	5 minutes interview 2 minutes judge rating	Every 9 minutes
	Prepared Speaking	5 minutes speech 2 minutes judge rating	Every 9 minutes
	Researched Persuasive Writing and Speaking Prejudging	5 minutes per written paper	N/A- judging after submission
	Researched Persuasive Writing and Speaking	4 minutes speech 2 minutes judge rating	Every 8 minutes
	Research Poster Prejudging	5 minutes interval per poster	N/A- judging after submission
	Research Poster	4 minutes presentation 2 minutes judge rating	Every 8 minutes
	Speaking Skills	4 minutes speech 2 minutes judge rating	Every 8 minutes
<b>RECOGNITION EVENTS</b>	Emotional Well-Being Challenge Prejudging	10 minutes per team	Every 10 minutes
	Emotional Well-Being Challenge	4 minute presentation 3 min Q&A 2 min rating	Every 11 minutes
	HOSA Happenings	Determined by Association	TBD
<b>MIDDLE SCHOOL ONLY EVENTS</b>	Dynamic Decisions Rd 2	20 minutes prep 5 minutes presentation 2 minutes judge rating	Uses flowchart
	Exploring Medical Innovation Rd 1	Judges only: 5 minutes per exhibit suggested	N/A- judging after all displays set up
	Exploring Medical Innovation Rd 2	5 minutes presentation 2 minute judge rating	Every 9 minutes
	Extemporaneous Health Poster	Judges only: 5 min per poster	N/A- judging after 180 minute event
	Health Career Preparation	4 minutes interview 3 minutes judge rating	Every 9 minutes
	All Other Events	Same as SS/PSC	Follow SS/PSC intervals

# ILC EVENT BOX CHECKLIST

A list of everything included at ILC in the CE Boxes

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1. Guidelines
  - ☐ Guidelines – 1 per event
  - ☐ Photo ID appendix – 1 per event
2. Competitor List (copies for EM, JM, Section Leaders, Timekeepers, Bus coordinator)
3. Event Overview & Set-up
  - ☐ Event Specifications (1 per section + EM & JM + Bus Coordinator if applicable) (printed on-site at ILC)
4. Judges
  - ☐ Judge Fact Sheet x1 per judge (includes topics and skills/scenario scripts)
  - ☐ Blank Thank You notes for judges – *Event Personnel should hand-write thank you notes to all judges & deliver to the judges before they leave (1/judge)*
    - Sample thank you note wording x1/section
  - ☐ Samples/Misc.
    - HB: Policy & Procedures, HOSA Bylaws, Handbook A-C (1 of each); Competition Script (20), Scoresheets (60), Question Rounds 2-6
    - EHP: Competitor ID Labels– put on bottom right corner before taking digital photos & secret topic
    - EW: 1 copy of secret topic / competitor
    - PP: 8 copies of secret topic / team
    - FS: 1 copy of report + blank case study form / team
    - Skill events - be sure to check that you have applicable Nurses Notes, Lab reports, etc. per competitor
5. Scantrons & Tablet Judging
  - ☐ Scantron Process Review x1
  - ☐ Scantrons for all events other than BD & MS & HB
6. Skill Scenarios (copied from the Judge Fact Sheets, judge gets their script as part of Judge Fact Sheet)
  - ☐ Patient Scripts x1/patient
  - ☐ Competitor Scenario x2/section
7. Display Time (MI EMI, RPoster, HCD, HCP, HOSA Happenings)
  - ☐ Display Time Summary Form (2 per event) tells who did not attend
  - ☐ Display Time Talking Points (1/competitor)
8. Flowcharts
  - ☐ BD, CPS, DD, FS, HB, Ph rd 2, PP (1 per EM, JM, Section Leaders, Timekeepers)
9. Round Two Information Sheets

- ☐ BD, BT, CLS, CPS, CERT, CN, CPR, DD, DS, EMT, FS, HB, HHA, HCD, HCP, HL, MI, EMI, LTS, MA, MS, NA, PH, PP, PT, SM, RX, & VS (1 per box)
- 10. Bus Coordinator Folder (Bus= BT, RX, & VS)
  - ☐ Maps to Event Sites & drop-off locations
  - ☐ Competitor List for each event using the bus (some buses are shared for multiple events)
  - ☐ Event Specs (without secret topic info)
  - ☐ Bus/DART Schedule
- 11. Event Wrap-Up
  - ☐ Section Summary Form (1 per section per round)
  - ☐ Master Event Summary Form (1 per event per round)
  - ☐ Testing Event Summary Form (1 per testing event)
  - ☐ Evaluations (Competitor Round 1, Competitor Round 2, CE Staff for judges and event personnel)
- 12. Certificates
  - ☐ of Achievement (1 per competitor)
  - ☐ of Thanks (1 per event personnel AND 1 per judge)
- 13. Event Signage – think through the flow of your event and what signs will help direct competitors
- 14. Supplies/Equipment – check your Event Specs for list of supplies and equipment needed

# SECURE / SECRET ITEM PROCESS

How to handle the confidential items as part of the CE Program

All secure items are kept in a secure location during the ILC.

- Only CE staff members have access to the secure area.
- It is the responsibility of the CE Category Chair/Lieutenant to assure that all secure items are available in sufficient quantity prior to the first day of the ILC.
- CE staff should not disclose secure items to the Event Manager or Judge Manager until the information is needed in the planning of the event.
- Secure information may be added to Judge Fact Sheets and Event Specifications files to help with timely planning. For this reason, ALL Judge Fact Sheets and Event Specification files are considered confidential

The following items and event materials are considered secure and confidential:

Health Science Events	
All Written Tests	<input type="checkbox"/> Tests <input type="checkbox"/> Tiebreaker <input type="checkbox"/> Key (in print and on scantron form) <input type="checkbox"/> Tie-breaker key
Medical Spelling	<input type="checkbox"/> Tests for Round One <input type="checkbox"/> Key (in print and on scantron form) <input type="checkbox"/> Spelling lists

Health Professions and Emergency Preparedness Events	
All Events	<input type="checkbox"/> Skill Scantrons (as they reveal the chosen skills) <input type="checkbox"/> Forms for event (graphic forms, lab slips, answer sheet for equipment ID, etc... as needed) <input type="checkbox"/> Scenarios and/or scripts <input type="checkbox"/> Equipment & Materials for event
All events except LSS, PH, MRC, PC, CL, RT, FMP	<input type="checkbox"/> Tests (sufficient quantity) <input type="checkbox"/> Key (in print and in scantron form)

Leadership Events	
Healthy Lifestyle	<input type="checkbox"/> Tests

	<input type="checkbox"/> Key (in print and on scantron form)
Extemporaneous Writing – Health Policy	<input type="checkbox"/> Secret topic
Extemporaneous Health Poster	<input type="checkbox"/> Secret topic <input type="checkbox"/> Supportive health information
Job Seeking Skills Interviewing Skills	<input type="checkbox"/> Interview Questions

Teamwork Events	
HOSA Bowl	<input type="checkbox"/> Tests for Round 1 <input type="checkbox"/> Key (in print and on scantron form) <input type="checkbox"/> Rounds 2-6 questions
Creative Problem Solving	<input type="checkbox"/> Tests for Round One <input type="checkbox"/> Key (in print and on scantron form) <input type="checkbox"/> Secret Topic per team <input type="checkbox"/> Supportive material and documentation
Parliamentary Procedure	<input type="checkbox"/> Tests for Round One <input type="checkbox"/> Key (in print and on scantron form) <input type="checkbox"/> Secret Topic
Forensic Medicine	<input type="checkbox"/> Tests for Round One

	<input type="checkbox"/> Key (in print and on scantron form) <input type="checkbox"/> Case Study -
Biomedical Debate – Round One	<input type="checkbox"/> Tests <input type="checkbox"/> Key (in print and on scantron form)

### Recognition Events

Healthcare Issues Exam	<input type="checkbox"/> Tests <input type="checkbox"/> Key (in print and on scantron form)
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### Middle School Events

Written Tests	<input type="checkbox"/> Tests <input type="checkbox"/> Tiebreaker <input type="checkbox"/> Key (in print and on scantron form) <input type="checkbox"/> Tie-breaker key
Dynamic Decisions	<input type="checkbox"/> Tests for Round One <input type="checkbox"/> Key (in print and on scantron form) <input type="checkbox"/> Secret Problem <input type="checkbox"/> Supportive material and documentation
Life Threatening Situations and Foundations of Vet Science	<input type="checkbox"/> Tests for Round One <input type="checkbox"/> Skill Scantrons (as they reveal the chosen skills) <input type="checkbox"/> Scenarios and/or scripts <input type="checkbox"/> Equipment & Materials for event
Health Career Prep	<input type="checkbox"/> Interview Questions



## 6. COMMUNICATE THE PLAN

### EVENT SPECIFICATIONS

Templates of all past ILC [Event Specifications](#) are available for HOSA State Advisors in their State Advisor Dropbox

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### ROUND TWO INFO SHEETS

Templates of all past ILC [Round Two Info Sheets](#) are available for HOSA State Advisors in their State Advisor Dropbox

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## 6. PREPARE JUDGES

### TASK REVIEW: JUDGE COORDINATOR

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**Role:** HOSA Management selects a Judge Coordinator, or two, to oversee the Judge Recruitment and Check-in/Welcome during the ILC. Public relations and helping judges understand the HOSA organization are important responsibilities of the Judge Coordinator.

The Judge Coordinator is responsible for recruiting judges and all related communication for HOSA Competitive Events that are a part of the International Leadership Conference (ILC). This includes events that have portions conducted pre-ILC as well as all events conducted at ILC. Details of the role pre-ILC, at ILC, and post-ILC are included below.

#### Prior to ILC

- Outreach to organizations – phone calls, emails, virtual meetings
  - Public relations and helping judges understand the HOSA organization
- Outreach to alumni – emails, social media posts
- Outreach to HOSA friends as backup judges
- Organize and manage judge registrations (utilizing the identified judge registration system)
- Send confirmation emails after judge registers
- Send reminder emails for judge orientations
- Send follow up emails for judge orientations with recording of the orientation
- Send reminder emails for judge event(s)
- Answer any judge-related questions via phone and/or email (examples from the past include travel/hotel reimbursement, volunteer hours, further details on judge requirements)
- Track judge scores – outreach to judges for any missing scores (for all pre-judged events)
- Participate in planning and check-in calls between Judge Coordinator, Judge Assistant Coordinator, and CE Director

#### On-Site at ILC

- Send final reminder emails for judge event(s)
- Reminder phone call to all judges
- Answer any judge-related questions via phone and/or email
- Set up check in rooms: List of judge names by event, Judge name tags, HOSA materials/programs for judges, Judge Gifts
- Greet judges when they arrive for orientation
- Ensure that there are minimum judges present for each section
  - In the event that there are not minimum judges present, fill spots with backup judges/make rearrangements with judges who are already present for other events.
- Ensure all judges fill out survey at the end of judging.
- Track judge scores – outreach to judges for any missing scores (for events with virtual judges onsite)
- Tabulation check

After ILC

- Send thank you emails, judge certificates, and save the date for next ILC to all individuals who judged.

**Estimated Total Hours:** \*Insert total estimated annual hours for the role.\*

**Salary:** \*If paid position, insert hourly/weekly/monthly/yearly salary amount.\*

Name of Director/Employer/Advisor (*sign below*)

Name of Judge Coordinator (*sign below*)

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## SAMPLE JUDGE EMAILS

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### **JUDGE RECRUITMENT**

#### **Email 1: Subject Line: 2023 HOSA SLC Judging Opportunities**

Hello,

Our records indicate that you have judged at a past **\*insert state name\*** HOSA State Leadership Conference in the last two years! We appreciate all that you have done for us in the past and would like to invite you to judge at our conference this **\*insert month/date\***. We have several opportunities to judge at our conference in **\*insert city/location\*** this year, including both in-person and virtual opportunities (**remove if virtual is not applicable**). Please visit the link below to sign up to be a judge at this year's conference (**or insert other method of registration if applicable**):  
**\*insert link\***

We appreciate your time and commitment to HOSA-Future Health Professionals.

Thank you,

**\*insert signature with email address and phone number\***

#### **Email 2: Subject Line: HOSA Alumni – 2023 HOSA SLC Judging Opportunities**

Dear HOSA Alumni,

The 2023 **\*insert state name\*** HOSA State Leadership Conference is right around the corner this **\*insert month/date\*** in **\*insert city\*** and we are in need of judges! Our students have worked hard and are ready to compete. This is a great opportunity for you to give back and encourage the next generation of health professionals. We have several opportunities to judge at our conference in **\*insert city/location\*** this year, including both in-person and virtual opportunities (**remove if virtual is not applicable**). With about **\*insert number of competitors\*** competitors, we are in need of over **\*insert number of judges needed\*** judges!

Please visit the link below to sign up to be a judge at this year's conference (**or insert other method of registration if applicable**):  
**\*insert link\***

We would genuinely appreciate the support of those alumni willing to give their time and expertise to make the HOSA Competitive Events Program a success. Thank you in advance for giving back to the organization.

We appreciate your time and commitment to HOSA-Future Health Professionals.

Thank you,



**\*insert signature with email address and phone number\***

**Email 3: Subject Line: \*insert organization name\* - 2023 HOSA SLC Judge Opportunity**

Hello,

I am reaching out to you on behalf of **\*insert state HOSA association name\*** HOSA, an organization that prepares student leaders to become future health professionals. Our 2023 HOSA State Leadership Conference is right around the corner in **\*insert month/date\*** in **\*insert city\***! At this conference, our students compete to showcase their knowledge in a variety of health-related competitive events. We have several opportunities to judge at our conference, including both in-person and virtual opportunities **(remove if virtual is not applicable)**. With about **\*insert number of competitors\*** competitors, we are in need of over **\*insert number of judges needed\*** judges!

One of our competitive events is **\*insert name of event that is best fit for organization\***, and we believe individuals from your organization would be a great fit! If you and/or any of your team members are interested and available to judge at this conference, please visit the link below to sign up **(or insert other method of registration if applicable)**:  
**\*insert link\***

This is a great opportunity for you to give back and encourage the next generation of health professionals. Please feel free to reach out with any questions! You can email me at **\*insert email address\*** or reach me at **\*insert phone number\***.

We appreciate your time and commitment to HOSA-Future Health Professionals.

Thank you,  
**\*insert signature with email address and phone number\***



## **JUDGE CONFIRMATION OR REMINDER EMAIL**

**Subject Line: 2023 HOSA SLC Judge Confirmation/Reminder: \*insert event name\***

Hello,

We are excited to have you judge at the 2023 **\*insert state association name\*** HOSA State Leadership Conference! Please find below details regarding your competitive event. This is a reminder for your scheduled judging event:

**EVENT: \*insert event name\***

**ORIENTATION DATE: \*insert date\***

**ORIENTATION TIME: \*insert time\***

**ORIENTATION LOCATION: \*insert location or, if virtual, copy/paste Zoom invitation\***

**EVENT DATE: \*insert date\***

**EVENT TIME: \*insert time\***

**EVENT LOCATION: \*insert location\***

Please ensure these dates are on your calendar! Orientation will take place via the instructions above. Attending your orientation is the best way to ensure your success as a judge. In the case that you are unable to attend your orientation, a recording can be emailed to you. Your event to judge will be held at the **\*insert location\*** at the address listed above.

To prepare for judging, please review the information found in **the \*insert materials/resource location\* (remove if inapplicable)**.

Please contact me immediately if you have any questions or are no longer able to judge this event.

We are so incredibly grateful to have you on-board as a judge this year and want you to know your service plays a pivotal role for our Future Health Professionals.

We look forward to having you!

Thanks,

**\*insert signature with email address and phone number\***



## **JUDGE THANK YOU EMAIL**

**Subject Line: Thank You for Judging at the 2023 HOSA SLC**

Hello,

Our sincerest thanks for volunteering your time to serve as a judge at the 2023 HOSA State Leadership Conference! Because you gifted HOSA members your time, effort, and wealth of knowledge with your service as a judge, we were able to provide nearly **\*insert amount of competitors\*** future health professionals with an educational and interactive competitive event experience. We appreciate all that you have done and are grateful for the impact you have made on our HOSA members.

We invite you to download the attached digital judge thank you certificate **(remove if inapplicable)**. Additionally, please find below the judge evaluation link to provide feedback in the case that you weren't able to after your event **(remove if inapplicable)**:  
**\*insert link\***

Thank you for your generous investment in these future health professionals and for ensuring an extraordinary experience. We appreciate your contribution as a judge immensely and hope you will join us again next year from **\*insert dates for next SLC\* (or remove if you are unsure/dates are not confirmed yet)!**

Thank you,  
**\*insert signature with email address and phone number\***





## SAMPLE JUDGE INVITATION LETTER - BASIC

---

**To:** Potential Judges

**FROM:** \_\_\_\_\_, National HOSA Judge Coordinator

**DATE:** January 1, 2023

**SUBJECT: HOSA 2023 International Leadership Conference – Judge Information**

Are you familiar with HOSA? HOSA-Future Health Professionals is a national, student-led organization uniquely positioned as building a pipeline of future workers in the health field. HOSA provides opportunities to expose students to health careers.

Professionals who wish to spread the awareness of the health profession and leadership skills are invited to get involved in HOSA! We are actively recruiting volunteers to serve as judges for the 46<sup>th</sup> annual HOSA International Leadership Conference. We need judges for our HOSA Competitive Events Program. The events are designed to motivate HOSA members to study, work hard, and achieve a high standard of excellence in a variety of leadership and skill disciplines. We will have 8,100+ competitors in 60 different events which means we need over 400 judges to evaluate student performance. The competition dates are **Thursday, June 22** and **Friday, June 23, 2023**.

A complete listing of events and time frames, along with registration information is available online at <http://www.hosa.org/judge>

This organization provides students with the ability to develop their knowledge and skills through competitive events and networking with professionals in the health community. If you would like more information regarding HOSA or the upcoming International Leadership conference you can find complete information online at [www.hosa.org](http://www.hosa.org) or <http://ilc.hosa.org>

We look forward to working with you as we build the next generation of health professionals!



## SAMPLE JUDGE INVITATION LETTER - DETAILED

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**To:** Potential Judges

**FROM:** \_\_\_\_\_, National HOSA Judge Coordinator

**DATE:** January 1, 2023

**SUBJECT: HOSA 2023 International Leadership Conference – Judge Information**

Are you familiar with HOSA? HOSA-Future Health Professionals is a national, student-led organization uniquely positioned as building a pipeline of future workers in the health field. HOSA provides opportunities to expose students to health careers.

Professionals who wish to spread the awareness of the health profession and leadership skills are invited to get involved in HOSA! We are actively recruiting volunteers to serve as judges for the 46<sup>th</sup> annual HOSA International Leadership Conference. We need judges for our HOSA Competitive Events Program. The events are designed to motivate HOSA members to study, work hard, and achieve a high standard of excellence in a variety of leadership and skill disciplines. We will have 8,100+ competitors in 60 different events which means we need over 400 judges to evaluate student performance. The competition dates are **Thursday, June 22** and **Friday, June 23, 2023**.

A complete listing of events and time frames, along with registration information is available online at <http://www.hosa.org/judge>

This organization provides students with the ability to develop their knowledge and skills through competitive events and networking with professionals in the health community. If you would like more information regarding HOSA or the upcoming International Leadership conference you can find complete information online at [www.hosa.org](http://www.hosa.org) or <http://ilc.hosa.org>

### **How much time would it require?**

The orientation with a snack is approximately an hour and a half – The competitive event lasts 3-4 hours. **Estimated total time is approximately 5 hours.**

### **Why am I qualified to judge?**

All judge information and answers to the competition questions are provided to the judges before the competition, as well as scoring guidelines. Due to the variety of events, adult professionals with a variety of skills and experiences are needed to serve as event judges.

### **Am I reimbursed for expenses?**

No, however, HOSA does provide a light meal with your orientation. Also, a certificate of appreciation is given to you. And don't forget the opportunity to meet with students and professionals from across the nation, and other countries! Your participation can help encourage these students to pursue a health care profession.

### **Exactly where is it located?**

Events will be held in Dallas, Texas. Some events will be held at nearby colleges and sites.

We provide precise directions in our judge confirmation email that you will receive when you agree to judge. You will also be provided with a copy of the event guidelines and judge instructions.

### **How do I sign up?**

Review the event listing and decide which event(s) you would like to judge and which time frames you are available. Register at the following link: <http://hosa.org/judge>

Judges are needed for the following events:

**Clinical Specialty** Health professionals are needed to judge this event where competitors select the health career of their choice – then develop career-related skills, knowledge and work-based experience.

**Family Medicine Physician** Health professionals are needed to judge this event where competitors research and conduct a presentation regarding information they have obtained regarding the field of Family Medicine.

**Personal Care** Nursing professionals are needed to evaluate skills such as hand washing, changing a patient's gown, TPR, make a closed bed, transfer a patient, etc. This is a special needs event: Students compete only against other special needs students.

**Interviewing Skills** Judges rate students who participate in a mock job interview for a healthcare position. This is a special needs event. Students in this event compete only against other special needs students.

**Speaking Skills** Judges evaluate public speaking skills. This is a special needs event. Students in this event compete only against other special needs students.

**Medical Innovation** Judges will evaluate student displays about a new development in the medical field.

**Life Support Skills** Professionals are needed to evaluate CPR/First Aid skills. This is a special needs event: Students compete only against other special needs students.

**Healthy Lifestyle** Judges will evaluate portfolios showcasing student projects striving for a healthier lifestyle.

<b>Job Seeking Skills</b>	Judges rate students who participate in a mock job interview for a health care position.
<b>Medical Spelling</b>	Health care professionals are needed to pronounce complex medical terms and judge the competitors on their accuracy in spelling those terms.
<b>Health Career Display</b>	Health care professionals judge a display and oral presentation related to a health career from a pair of competitors.
<b>Biomedical Debate</b>	Health professionals are needed to judge a debate round. Teams will debate on <i>“America Has the Best Healthcare System in the World”</i>
<b>Forensic Medicine</b>	Teams will be given a case study and asked to identify the time of death, immediate cause of death, manner of death and record their remarks (pertinent observations) about the case that explains why they came to the conclusions they reached. Judges are needed to evaluate the student case study answers and conclusions.
<b>CPR/First Aid</b>	Professionals are needed to evaluate CPR/First Aid skills.
<b>Creative Problem Solving</b>	Competitors are given a real or hypothetical health problem, and must apply the problem solving process to propose a solution to a panel of judges.
<b>HOSA Bowl</b>	Health professionals are needed to judge team answers to medical terminology and related questions in this "College Quiz Bowl" format.
<b>Health Career Photography</b>	Judges rate three photographs that competitors have taken which illustrate three different careers in health professions.
<b>Public Service Announcement</b>	Judges will evaluate a PSA in regard to health and well-being. Topic: <i>My Preparedness Story – Staying Healthy and Resilient!</i>
<b>Health Education</b>	Health Educators or other health professionals judge students delivering a health-related lesson, and they interview the students to evaluate the planning, delivery and evaluation of the lesson.
<b>CERT Skills</b>	Professionals are needed to evaluate skills such as lifts and carries, triage, splinting fractures, head-to-toe assessment, etc.

**Extemporaneous Health Poster**

Judges with art, graphic arts, marketing or similar skills evaluate artistic posters that interpret a health-related topic.

**Prepared Speaking**

Judges evaluate public speaking skills.

**Researched Persuasive Writing & Speaking**

Judges evaluate a written research paper or a persuasive speech as part of this event.

**Research Poster**

Judges evaluate a poster presentation for SS and poster plus presentation by PSC students on a research topic of the competitors choice.

**Community Awareness**

Judges evaluate a project carried out by a HOSA chapter to inform their community about a health issue.

## 8. RUN THE EVENT

### PROCESS REVIEW: FLOWCHARTS

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- Event flow charts are designed to help competitive events run on time.
- When flow charts are provided, event personnel will use a clock to coordinate the time for movement from one part of the event to the next and NOT a stopwatch.
- Before the event begins, event personnel should synchronize their watches, or use their cell phones for timing.
- CELL PHONE/SMART DEVICE “heads up” – If personnel plan to use their cell phones to assure the event is timed correctly, they should tell competitors about this during the competitor orientation and remind competitors that competitors may NOT use cell phones/smart devices FOR ANY REASON during the event. (Exceptions: Those events that allow electronic notecards and for simulated 911 call.)
- Competitors should be told their starting/stopping time according to the flow chart
- Events that use a flow chart during Round Two at ILC include:
  - [Creative Problem Solving](#)
  - [Forensic Science](#)
  - [Parliamentary Procedure](#)
  - [Public Health Round 2](#)
  - [Dynamic Decisions](#)
- Space is provided on the chart to write in the competitor/team number or name.

## PROCESS REVIEW: EVENT EVALUATIONS

Continual quality improvement is a goal within the CE Program. The only way to improve it to collect and evaluate feedback from competitors, event personnel, judges, and others involved in the CE process. All evaluations are read by HOSA Management and issues are taken to the International Competitive Events Committee for implementation and change year to year. We cannot improve without feedback.

For all events at ILC, with the exception of Healthcare Issues Exam, there will be some sort of event evaluation. The format may vary from year to year including a scantron form, digital evaluation link, and/or paper / pencil questionnaires.

Competitor Evaluation

Event	Evaluation Items	Extremely	Very Little
1	To what extent do you believe that participation in this event was valuable in your career development?	⑤	①
2	Please rate the level of professionalism exhibited by the event staff in conducting this event.	⑤	①
3	To what extent was your HOSA Chapter Advisor helpful in preparing for this event?	⑤	①
4	To what extent were the guidelines in the HOSA Handbook of value in participating in this event?	⑤	①
5	Overall, how satisfied were you with your HOSA event experience?	⑤	①
6	Please indicate your age? <input type="radio"/> 14-15 <input type="radio"/> 16-17 <input type="radio"/> 18-19 <input type="radio"/> 20-21 <input type="radio"/> 22 and over		
7	How many year(s) have you been a HOSA member (counting this year)? <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 and over		
8	How many year(s) have you represented your state in national competition? <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 and over		
9	What is the highest academic degree you plan to complete? <input type="radio"/> Certificate (1 year or less) <input type="radio"/> Associate (2-yr) <input type="radio"/> Bachelors <input type="radio"/> Masters <input type="radio"/> Doctorate		

For events that have a Round Two, an additional separate evaluation form or digital link may be used, similar to the below.

## HOSA ROUND TWO EVALUATION FORM

Event \_\_\_\_\_ Division (circle one): Middle School   Secondary   PSC

Overall rating of the event:   ⑤   ④   ③   ②   ① (5 being the best)

Congratulations! Qualifying as a Round Two competitor at the HOSA International Leadership Conference means you have distinguished yourself among your peers and should feel pride in your achievements.

Your thoughtful, specific feedback and suggestions will help us improve our organization and better serve HOSA members for the future.

Comments:

**OPTIONAL:** Name \_\_\_\_\_ School \_\_\_\_\_ State \_\_\_\_\_



## 9. SCORING AND TABULATIONS

### PROCESS REVIEW: TABULATIONS

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Before you begin:

- This process will vary slightly with some events, depending upon the uniqueness of the event. Event personnel should use good judgment in following these process guidelines.

In the event room:

1. Judges independently rate the competitor using the criteria on the rating sheet and following the instructions for bubbling in scores on Scantron form.
2. Section Leader and the Judge Manager (JM) assure that the rules of the event are being followed by the judges.
3. Section Leader and the JM assure that all areas of rating sheet have been bubbled.
4. Once the Section Leader is sure that all rating sheets are filled out correctly and completely, they bundle the rating sheets and binds them to the Event Section Summary with the top part of the form completed. The Section Leader signs the Event Section Summary.
5. The Section Leader turns his/her event materials over to the Event Manager:
  - a. Competitor List with the completed Event Section Summary (dress code violations, missed orientation, additions, no shows, etc..).
  - b. Rating sheets to be scanned (no paperclips please) with total number of scantrons on sticky note. Added competitors must be flagged with sticky note (DO NOT re-use no show scantrons!).
  - c. Judge & personnel evaluations (sorted separately).
  - d. Timekeeper logs (MUST be completed and signed!).
  - e. Any other event materials (portfolio copies, PSAs, etc...) for his/her section.
6. Both the Event Manager and the JM review the event materials:
  - a. Review rating sheets to assure process was followed and take a big picture look at the event.
  - b. Check that all event materials have been turned in by the Section Leader.
  - c. Write a notation for anything to note on the Event Section Summary and both initial the notation (dress penalty, no show, etc.)
7. When all processes have been correctly followed, the Event Manager & JM:

- a. Review any special notations with Lieutenant. If the Lt. agrees, they must initial the notation.
  - b. Sign all Event Section Summary forms and bundle all sections together.
  - c. Turn event materials over to the Lieutenant and debriefs the event.
8. The Event Manager completes the Master Event Summary Form with the Lieutenant and/or Category Chair summarizing all happenings of the event.
9. The Category Chair touches base with HOSA Management with a big-picture summary of the event.
10. The Category Chair or Lieutenant binds all sections together and puts the event results in the Tabulations box.
11. Tabulations: Scores are scanned into the HCMS.
12. Tabulations QA: After scanning, check that there are no issues (missing scores, computer error, etc.)
13. Tabulations QA: Using the Tabulations Handbook, select the natural break for Round 2, if applicable.
14. Tabulations QA: After Round 2 is built, double check that the times and dates match the Tabulations Handbook.
15. Tabulations QA: Email copy of round 2 posting to applicable CE Team LT and Chair, and post online with Round 2 Info Sheet (if applicable).
16. Tabulations QA: In the event of ties in medal or top ten position, tabulations team members will facilitate the tie-breaking process. Ties that have a judged tiebreaker will be judged by a judge with the appropriate professional expertise. All other ties will be broken by the computer.
17. Tabulations QA: For final scripts, check the following:
  - a. Mathematical formula was applied, if applicable
  - b. Skill scores and test scores were combined, where applicable
  - c. All scores were recorded (for skills events: run individual skill reports, note any zeros, double check with rating sheets)
  - d. Determine mastery, check mastery
  - e. Check Section Summary Forms for process/dress point issues
  - f. Check selected events (PSA, Clinical Specialty, Medical Photography, Health Education) to double check top ten have followed topic selection and guidelines.
18. Tabulations: Final scripts are printed.
19. Tabulations: The Tabulations Director approves the final script.

**Any time there is a score discrepancy** in any part of the process, the error must be corrected and results re-checked by a third person.

## PROCESS REVIEW: EVENT SCORING CHART

### Health Science Events

Event	Test	Round Two or Event Performance	Results	Standard Deviation Applied
Behavioral Health Cultural Diversities & Disparities Human Growth & Development Medical Law & Ethics Nutrition Pathophysiology Pharmacology	100 items Essay tiebreaker 90 mins	No	Test score + dress bonus	No
Dental Term Med Term	100 items 20 tiebreakers 90 mins	No	Test score + dress bonus	No
Health Informatics	75 items 90 minutes	No	Test score + dress bonus	No
Medical Spelling	50 items 60 mins	Test qualifies competitors for spell down	Final placing in spell down	No
Medical Math	50 items 10 tiebreakers 90 mins	No	Test score + dress bonus	No
SS/PSC Medical Reading	50 items essay tiebreaker 60 mins	No	Test score + dress bonus	No

### Health Professions Events

Event	Test	Round Two or Event Performance	Final Results	Standard Deviation Applied
Biotechnology Clinical Laboratory Science Clinical Nursing Dental Science Home Health Aide Medical Assisting Nursing Assisting Pharmacy Science Phlebotomy Physical Therapy Sports Medicine Veterinary Science	50 items 60 mins	Selected Skills – competitor must score 70% or higher on combined skills to be recognized as an award winner	Test score + skill score + dress bonus	No
Personal Care	None	Selected Skills – competitor must score 70% or higher on combined skills to be recognized as an award winner	Skill score + dress bonus	No
Clinical Specialty	None	Portfolio and presentation	Portfolio and presentation score + dress bonus	Yes

## Health Professions Events Cont'd

Family Medicine Physician	None	Presentation	Presentation score + dress bonus	Yes
Respiratory Therapy	No test- Round One presentation	Selected Skills – competitor must score 70% or higher on combined skills to be recognized as an award winner	Presentation + skill score + dress bonus	Yes-Rd 1 only

## Emergency Preparedness Events

Event	Test	Round Two or Event Performance	Final Results	Standard Deviation Applied
CERT Skills CPR/First Aid EMT	50 items – 60 mins Team scores averaged	Selected Skills – team must score 70% or higher on combined skills to be recognized as an award winner	Test score + skill score + dress bonus	No
Epidemiology	75 items 90 minutes	No	Test + dress bonus	No
Life Support Skills	None	Selected Skills – competitor must score 70% or higher on combined skills to be recognized as an award winner	Skill score + dress bonus	No
Mental Health Promotion	None	Social media campaign and presentation	Social media campaign and presentation + dress bonus	Yes
MRC	None	Portfolio and presentation	Portfolio and presentation score + dress bonus	Yes
Public Health	No test- Round One presentation used to qualify Round Two	Full Presentation	Full Presentation score + dress bonus	Yes

## Leadership Events

Event	Results	Standard Deviation Applied
Ext. Writing- Health Policy	Essay letter score + dress bonus	Yes
Health Career Photo	Round One photos + Round Two presentation score + dress bonus	Yes
Healthy Living	Round One Test (50 items, 60 mins) + Round Two presentation score + dress bonus	Yes
Interviewing Skills	Resume and Personal Statement and Interview score + dress bonus	Yes
Job Seeking Skills	Resume and Personal Statement and Interview score + dress bonus	Yes
Prepared Speaking	Speech score + dress bonus	Yes
Speaking Skills	Speech score + dress bonus	Yes
Research Poster	Poster and Presentation score + dress bonus	Yes
RPS	Paper and speech score + dress bonus	Yes

## Teamwork Events

Event	Test	Round Two or Event Performance	Final Results	Standard Deviation Applied
Biomedical Debate	50 items – 60 mins Team scores averaged	-Debate	Performance score + dress bonus	No
CPS Forensic Science	50 items – 60 mins Team scores averaged	-Presentation -Case Study Written Conclusion	Performance score + dress bonus + team avg test score	Yes
Community Aware Health Education PSA	No test	-Portfolio & presentation -Portfolio & presentation -PSA & presentation	Performance score + dress bonus	Yes
Health Career Dis Medical Innovation	Round One Display Round One Exhibit	-Presentation -Presentation	Performance score + dress bonus	Yes
HOSA Bowl	50 items – 60 mins Team scores averaged	Test qualifies teams for Round Two quiz bowl but is NOT added to final score	Final order of finish after elimination rounds	No
Parli Pro	35 items – 30 min Team scores averaged	Test qualifies teams for Round Two meeting, AND NAP membership, AND is added to final score	Performance score + dress bonus + team avg test score	Yes

## Middle School ONLY Events

Event	Test	Round Two or Event Performance	Final Results	Standard Deviation Applied
Dynamic Decisions	35 items – 60 mins Team scores averaged	-Presentation	Performance score + dress bonus + team avg test score	Yes- Rd 2 only
Exploring Medical Innovations	Exhibit	-Presentation	Exhibit score + Presentation score + dress bonus	Yes
Extemporaneous Health Poster	No test	-Poster	Performance score + dress bonus	Yes
Foundations of HOSA Bowl	35 items – 60 mins Team scores averaged	Test qualifies teams for Round Two quiz bowl but is NOT added to final score	Final order of finish after elimination rounds	No
Foundations of Medical Reading	45 items – 60 minutes 1 tiebreaker	No	Test score + dress bonus	No
Foundations of Medical Terminology	50 items – 60 mins 10 tiebreakers	No	Test score + dress bonus	No
Foundations of Nutrition	50 items – 60 minutes Essay tiebreaker	No	Test score + dress bonus	No

Foundations of Veterinary Science	35 items – 60 mins	Selected Skills – team must score 70% or higher on combined skills to be recognized as an award winner	Test score + skill score +dress bonus	No
Health Career Exploration	50 items – 60 minutes Essay tiebreaker	No	Test score + dress bonus	No
Health Career Preparation	No test	-Statement of Interest & interview	Performance score + dress bonus	Yes
Life Threatening Situations	35 items – 60 mins	Selected Skills – team must score 70% or higher on combined skills to be recognized as an award winner	Test score + skill score +dress bonus	No
Math for Health Careers	35 items – 60 mins 5 tiebreakers	No	Test score + dress bonus	No

# PROCESS REVIEW: SCANTRON FORMS

HOSA-Future Health Professionals uses pre-slugged Scantron judge rating forms. When used properly, these forms greatly increase accuracy and decrease the time needed to tabulate events.

## BEFORE THE EVENT - Events with appointment times:

- ★ Group Scantron forms by section in order of competition.
- ★ Be sure you have one form for each judge.
- ★ Be sure the right form is being used to rate the competitor by introducing the competitor to the judges by name and school or ID #.

## BEFORE THE EVENT - Tests, or when all competitors begin at the same time:

- ★ Group Scantron forms in the order they will be distributed. (For individuals, usually alpha by last name. For teams, usually alpha by school.)

## JUDGES MUST:

- ★ Use a #2 pencil
- ★ Bubble the entire bubble
- ★ Make comments on the bottom or back of the form, or in the “Items Evaluated” column
- ★ Make a notation regarding any scores of zero.
- ★ Fairly and consistently award guidelines (process) points if they are a part of the rating sheet.
- ★ Do not write on the edges of the Scantron form.

## PERSONNEL MUST:

- ★ Check each rating sheet for one mark per criteria and zeros.
- ★ REFRAIN from using paper clips on forms to be scanned.
- ★ Take responsibility to ensure the form is filled in correctly, including the Event Personnel section at the bottom of the form.
- ★ **There MUST not be writing in the margins of the paper. This will prevent proper scanning.**
- ★ Separate completed forms from unused forms before turning them into Tabulations. You may paperclip unused forms to be recycled.

## TROUBLE SHOOTING

1. If you have a form with no competitor listed, chances are they were deleted after the forms were printed. Mark giant X through form and note on the top “No Show.”



2. If you have a name listed with no form, chances are they registered late. Use a blank rating form, fill in the name, school, division, and state, and use a post-it to flag the form when collected so that Tabulations will add an event ID # *before* the form is scanned.
3. During large tests, you may need to give out the correct Scantron forms and check them off your printout after the event. (Understanding how important it is to get the event started on time.)
4. DO NOT combine forms to be scanned with forms that are NOT to be scanned (such as no-shows.) The forms that should not be scanned CAN be paper clipped together and noted as "NOT TO BE SCANNED."
5. Be sure you are working from an updated event printout, listed in the order needed. (By section, by school, by last name, etc.) If you have any doubts about having the current event printout, be sure to ask the Lieutenant for assistance.
6. When turning in test Scantrons, count the number of forms to be scanned, and write it on a post-it note and place it on the top of the first test form.
7. IF the tables have tablecloths, show competitors how to place the Scantron form on the actual test booklet to provide a smooth surface when bubbling an answer.

EVENT PERSONNEL ONLY	
<input type="checkbox"/> Dress Code violation	Describe: _____
<input type="checkbox"/> Other Guidelines violation	Describe: _____
*All rules violations must be confirmed by the Event Manager/Lieutenant and listed on the Section Summary Form.	

## THE EVENT PERSONNEL BOX

- This box is to be left blank UNLESS there is a violation of the rules.
- The Section Leader confirms the violation with the Event Manager before marking the box, and before the competitor leaves the event site. (If appropriate.)
- The Section Leader transfers all violation information to the Section Summary form.
- The Event Manager & JM reviews all violations with the Lieutenant during or after the event. Confirmed violations must be initialed by the Lieutenant.

### WHY?

*Our past history shows that individual advisors have different interpretations for process violations, particularly for dress code. In order to provide a fair and consistent event experience, we want to ensure that all competitors are being held to the same high standard. For that reason, we will continue to enforce the dress code as written in the event guidelines and will not penalize competitors for appearance issues that are not a direct dress code violation. Lieutenants trained by HOSA-Future Health Professionals must be included in this process to ensure a consistent outcome across events.*

# 10. MISCELLANEOUS

## COMPETITIVE EVENT BEST PRACTICES

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Every year, HOSA takes a careful look at the successes and challenges of the HOSA Competitive Events Program to make improvements. And it works! The following best practices are shared to assure the best possible event experience for HOSA competitors.

### 1. TIMING & SCHEDULING

- a. *The ILC schedule is designed to avoid room conflicts and the overlapping of events - when events run on time. At HOSA conferences, everything is carefully planned. Room space is at a premium, and rooms are constantly in use. Events MUST run on time to prevent undue competitor anxiety, overuse of judges, and room space conflicts.*

“Break time” for judges is usually not scheduled to assure the events run on time, and to best utilize the judges’ time. Judges who need a break will be accommodated.

- b. *Sections – The goal of scheduling events is to provide a fair event environment for competitors. That requires the fewest sections possible in a 3-hour time frame. We typically don’t schedule judges for more than 3 hours out of respect for their time. We also don’t schedule more sections than we need just to hurry things along. It is not a good use of judge time for them to come to judge for one hour.*
- c. *Round Two – In some events, a Round One test or presentation is used to “qualify” competitors for Round Two. This is done to assure that the most qualified competitors go on to be evaluated by judges.*

The number of competitors who qualify for Round Two is either determined in the event guidelines or as a percentage of the number of competitors who participated in Round One, based on event logistics and competitor scores.

- d. *Posting – Finalist lists are posted online and at the location listed in the ILC Program. The time listed in the program is the latest posting time. As soon as the event is tabulated, the finalist list will be posted.*

- e. *Stopwatch – In most events, a stopwatch or cell phone timer is used to time intervals of less than 10 minutes. What is important is to assure that the event is timed accurately and stopped at the end of time. Often, when the same procedure is performed in a room at multiple stations, all competitors are told when to start (they all start at the same time) and all are told when to stop.*

Selected events are timed using a Flow Chart and a clock. When a flow chart is used, it is imperative that event personnel follow the chart times and do not use a stopwatch.

- f. **Stopping time** – For all HOSA events, time is called at the end of the time allowed and the competitor is stopped. This rule includes Special Needs events.
- g. **Bus Coordinator** – For every bus going to a clinical event site, there will be an adult assigned to coordinate the bus and assure it arrives and leaves on time. They will keep a list of who gets on and off the bus and will be in cell phone contact with the Event Manager and CE headquarters as needed.
- h. **Appointment Times** – Competitors should be asked to arrive 15 minutes before their scheduled appointment time. When too many competitors arrive too soon, the area around the event rooms becomes crowded with people, noisy, and difficult to manage. Event Personnel should be sensitive to noise and crowding issues if they occur, and work with the HOSA CE Management Team to correct the problem. If an event starts to run late, Event Personnel should notify competitors who are waiting to help ease their stress-level.
- i. **Timekeepers** - Make sure timekeepers are in clear site of competitors! They should stand and/or hold warning cards in plain view of competitors, and complete timekeeper logs thoroughly and accurately. Timekeepers are vital for making sure events run on time!

## 2. PAPERWORK & FORMS

- a. All event documents such as participant printouts, section summary forms, Scantron forms, rating sheets, etc.... ARE VERY IMPORTANT. Event personnel must accurately and completely fill out forms and be sure that all information is recorded. Often, questions arise after the Event Managers, Judge Manager and Section Leaders have left the site/room where the events are held. Documentation must be clear and logical, with notes attached to explain anything out of the ordinary.
- b. **Tests** – If Event Personnel or judges find anything questionable in a written test or word list, they MUST circle the problem on the test document, describe the concern in writing, and give it to a member of the CE Management Team. Test booklets should be numbered. Count tests and place sticky note on top with total number of tests. Ensure there are enough tests for every competitor prior to the competition. To ensure all tests are

accounted for, write how many tests are collected after the event on same sticky note before returning them to the secure room. Competitors should be permitted to write on their test booklet. A process should be in place to provide for the secure disposal of tests following Regional, State and International conferences. Make sure the test key is not copied and given to competitors.

- c. **Rating Sheet Details** - All challenges and potential scoring issues should include a written explanation on the event rating sheet or Section Summary. For example, a competitor in a skill event does not complete a skill because they began feeling ill. Rather than just writing zeros for the remaining steps, have the judge or section leader write a brief explanation of what happened, what was said, etc.
- d. **Section Summary Form** – Follow process for submission of Section Summary forms. All rating sheets for a single competitor/team should be together, and all rating sheets from a section should be bound together with a detailed Section Summary form as a cover page.
- e. **Scenarios and Secret Topics** – Give competitors (teams) the written scenario or topic. Do not read it to them (except in special needs events). Do not alter the written scenario or topic.
- f. **Triple-check Event Boxes** – Make sure event boxes have all the needed paperwork and forms. Are there extra scantrons? Are there enough rating sheets for the number of judges and the number of skills/competitors? Are there enough evaluations for competitors and event personnel?
- g. **Sections** – Do NOT change competitor sections at the ILC. If sections are changed, make a note of the change on the Section Summary form and notify the Tabulations Director.
- h. **Check Rating Sheets During Event** - Event Managers, Judge Managers and Lieutenants need to review rating sheets while the event is in progress to assure that correct processes are being followed and that there is consistency in judging the event.

### 3. BEHAVIOR & POLICIES

- a. **General Rules and Regulations** – All members of the CE Program must be very familiar with the General Rules and Regulations for HOSA Competitive Events.
- b. **Compassion** – Remind event personnel and judges to be NICE to competitors. We need to treat each other kindly – and that includes HOSA competitors.
- c. **Providing Reasonable Explanations** – Event personnel at all levels should help HOSA members, and each other, understand event practices and processes.

Explaining the “why” and honestly answering questions can help alleviate frustration and improve understanding of the event process and results.

*Competitive events staff members know that, at an International Leadership Conference with thousands of competitors, anything can happen. When something happens which you don't understand, ask. It is always better to:*

1. Find out what and why something happened.
  2. Talk to the CE Chairs and/or HOSA Management for an explanation and/or suggestions.
  3. Follow the rules and show fairness to all competitors. "Asking the question" is not a sign of weakness; it is a responsibility.
- d. **Unusual Circumstances** – Anytime something unusual happens that is not directly addressed in the guidelines, ask the Lt. or Category Chair how to handle it. When in doubt, ask HOSA Management.
- e. **Event Management Ethics** – Ethics rule of thumb; if it can be avoided, avoid it! While all competitive event personnel are trusted implicitly, most prefer NOT to be in a situation where they are making decisions about their students. For example, if a secondary advisor who wishes to serve as a judge has a student competing, let the advisor judge the postsecondary/collegiate section. The same rule holds true when breaking ties or making inquiry decisions. Generally, sensitive situations can and should be avoided. Whenever possible, use your management team to discuss challenges and reach consensus in decision-making.
- f. **Consistency from State to Internationals** – Take this experience (serving on the CE Management Team, serving as an Event Manager, Judge Manager, Event Personnel, etc.) and bring it back to your state level. The number one thing we hear from competitors is “well, that’s not how we did it at our state competition.” Do your best at the state level to follow the HOSA guidelines and expectations so competitors aren’t surprised when they arrive at the ILC.
- g. **If it does not say you can do something in the guidelines** – that generally means you cannot do it. For example, if it doesn’t say you can give a gift to the judges, then that means you cannot do it. HOSA events rely on competitors to use logic, reasoning, and common sense when reading the guidelines. Play it safe and follow the guidelines as written.
- h. **Ethics Rule Violation** - Allow competitors to compete in the event and handle the situation discreetly. Report any infractions to appropriate CE personnel (Lieutenant and Chair) and document occurrence, as well as competitor ID number, on section summary

form. When possible, confirm discreetly with more than one event personnel member who has witnessed the violation. Post-event decisions can be made by CE Leadership to enter a score or assess penalty points if necessary. Regardless of what happens with scoring, the HOSA member should be allowed to compete and should not be confronted under any circumstances.

#### 4. POINTS

- a. **Points for Following Guidelines** – When the rating sheet awards points to competitors for following the guidelines, event personnel should help judges identify what points should be awarded.
- b. **Points for Dress Code** – Dress code points are not awarded by the judges. The Event Lieutenant in conjunction with the Category Chair should determine any dress code violations. Event Personnel should not tell students they have lost dress points. This causes undue stress to the competitors.

#### 5. ORIENTATION (GENERAL TIPS)

- a. **Walk-Through** – Chairs and Lieutenants should walk the space for their events. The Lieutenants should walk the space with the Event Managers and Judge Managers to determine set-up. (Also see where other events are located ... especially with big events next to each other.)

#### 6. MISCELLANEOUS

- a. **Supplies** – HOSA maintains a generous supply of stopwatches, calculators, pencils, pens, note cards, and other event supplies in CE Headquarters. If event personnel need supplies during an event, they should ask the Lieutenant who can obtain those needed supplies.
- b. **Skill Event Patients** – Event Managers & Judge Managers must assure that the patients in multiple sections of any skill event are as similar as possible regarding gender and stature, in an effort to provide fairness and consistency.
- c. **Confidentiality vs. “the-good-of-the-process.”** Sometimes fairness involves sharing information that you normally would not share, but is important information for the time and place, and to improve the event experience for competitors (such as sharing scenario info with Event Manager to promote better preparation).
- d. **Event Environment** - HOSA competitive events and conference activities often take up every room in the convention facility or hotel. That means that sometimes a testing event will be beside a speaking event, and competitors will be in the halls, waiting to compete. Sometimes, there will be more noise than we would like. All event personnel should do their best to monitor noise and the flow of students in order to provide the

best event experience possible for everyone concerned. Often the Event Manager is outside the event and can monitor hallway noise. “Quiet Please” and “Event in Progress” signs will be available. In addition, CE personnel should avoid talking in the event room when their actions could disturb competitors.

- e. **Scenario** – Print skill event scenarios on colored card stock. Time starts when the competitor receives the scenario. Do not read the scenario to competitors (except in special needs events). Competitors may take the scenario into competition with them and refer to it during the event. At the conclusion of the skill, event personnel will collect the card before the competitor leaves the room.
- f. **Bag Check** – We do NOT check competitor bags in EMT, CPR, LSS or CERT. The scenario should be written to evaluate the use of allowable supplies. Additional supplies should not be a benefit, and failure to bring the necessary supplies will result in a loss of points for failure to appropriately provide care.
- g. **Microphones** – Microphones are NOT used in HOSA competitive events presentations to avoid creating a sound disturbance for events held in adjacent rooms. Judges should be positioned so that they can easily hear competitors. Microphones will be provided for large event orientations.



## PROCESS REVIEW: CE INQUIRY PROCESS

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*The Competitive Event Inquiry Process is designed to serve a purpose IF other efforts to resolve questions and conflicts have been exhausted.*

Ideally, if there are concerns raised before an event begins, those concerns should be addressed and resolved prior to the event starting if at all possible. CE Management team and HOSA Management are always available to resolve conflicts.

At any time during a competitive event, if a competitor feels a major rule infraction has occurred, the competitor should immediately bring this to the attention of the event chair for immediate correction.

**Once an event is completed, the decision of the judges is final.** The inquiry process will NOT reverse any decision made by judges but allows HOSA CE to examine what happened in an event from the perspective of a competitor, review how the event ran, and fix that which can be corrected.

### During the event:

- ◆ Event Manager & Judge Manager are strongly encouraged to take the time to discuss potential areas of conflict with the Lieutenant and/or Category Chair.
- ◆ Make certain that good decisions are being made throughout the event.
- ◆ It is better to stop and evaluate a situation as it is happening rather than try to correct an error after the event has been completed.

### After the event:

- ◆ Use the written inquiry process **ONLY IF** the regular event evaluation form does not meet the needs of providing feedback for the particular situation.
  - ◆ Inquiry forms are available in CE Headquarters or downloaded from Appendix B at <http://hosa.org/appendices>, and are filled out by a competitor with a concern and signed by the competitor's State Advisor *within two hours* of the competition ending.

The CE Management Team members are responsible for addressing the written inquiry, either that evening or following the ILC. Generally, the results of an inquiry review are discussed with the State Advisor, and a follow-up letter sent to the person making the inquiry as well as the State Advisor.

# PROCESS REVIEW: EVENT TOPIC DEVELOPMENT

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<b>All Skill Events:</b>	Scenarios are developed for each event to fit selected skills. Scenarios are designed to be as realistic as possible, with the inclusion of a critical thinking component.
<b>Emergency Preparedness:</b>	<p><b>Public Health</b> Specific topic selection will be based on a category announced annually. Teams create an effective public health presentation to educate the public on the chosen topic.</p>
<b>Leadership:</b>	<p><b>Extemporaneous Health Poster</b> Event requires that competitor analyze and interpret current health issues or HOSA topic. At the start of the event, the competitor is given the secret topic with related supporting materials, if applicable.</p> <p><b>Extemporaneous Writing – Health Policy</b> The topic relates to a health policy issue. See the event guidelines for a sample topic.</p> <p><b>Researched Persuasive Writing and Speaking</b> Topic selection is health related and announced annually. Topic must be one that could reasonably be argued for or against, for example:</p> <ul style="list-style-type: none"> <li>• <b>Euthanasia</b></li> </ul> <p><b>Prepared Speaking/Speaking Skills</b> The topic is announced annually and matches the ILC Conference Theme.</p> <p><b>Job Seeking Skills/Interviewing Skills/Health Career Preparation</b> Questions should be developed with consideration to interview rating sheet - and should include personal as well as job-related questions. Each set should include 6-10 interview questions. Questions for IS may be less complex than for JSS.</p>
<b>Teamwork:</b>	<p><b>Parliamentary Procedure</b> Noted in the guidelines the secret topic will include four subsidiary and privileged motions commonly used during a business meeting.</p> <p><b>Creative Problem Solving</b> This secret topic is generally a paragraph to a page in length. Typically, supportive information regarding the topic is also provided.</p> <p>The key to topic development in this event is to have a situation where students must come up with tangible solutions to solve the problem. There must not be one right answer, but many possibilities. The focus should not be on moral decisions but rather on the ability to use the problem solving process to suggest solutions to a health-related problem. For example:</p>

- **Given labor market data and information on post-secondary programs in a 100 mile radius, the team will determine and defend what one medical program to add to a local community college.**

### **Biomedical Debate**

One topic is chosen by the CE Leadership Team each year for all teams to debate at all levels of competition. This is a values debate, and thus the topic should be value laden. Teams must be able to debate for and against the topic - therefore - the topic must be one that easily provides for both points of view. For example:

- **Assisted Suicide**

Round One is a 50 item multiple choice test on all content aspects of the topic to be debated. The more competitors know about the topic, the better prepared they will be to answer the questions on the test.

### **Forensic Science**

The secret topic is a case study. Competitors will be given a written police report and other written information about the case. In addition, there may be physical evidence in the room for the competitors to analyze, such as a manikin, bones, or dental x-rays. There may also be pictures and/or a witness in the room. Each team will see the same physical evidence, pictures and/or witness.

### **Public Service Announcement**

One topic is chosen by the CE Leadership Team each year for all teams to develop a PSA.

## PROCESS REVIEW: EVENT RESOURCES

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HOSA does not require the purchase of any/all texts associated with an event. Text resources are listed to provide HOSA members with the information they need in developing their HOSA resource library and preparing for events. HOSA always references the current edition of text resources (as of September each year, when the guidelines are released.) in order to stay up to date with industry standards. Multiple resources are provided in order to assure a degree of flexibility and choice for HOSA members.

It is the responsibility of the Lieutenant to review event resources and make recommendations to the Category Chair and HOSA Management for any changes to event resources listed in the event guidelines. Competitive Events Management Team members may recommend new resources at any time. All recommendations will be taken to the Competitive Events Leadership Team for review.

- In May and December, the Lieutenant should check the Master Competitive Event Resource List at <http://www.hosa.org/CEUsefulTools>. Follow all links in assigned events. Note the availability of the text, edition and copyright date.
- If you have questions – check other resources, such as the publisher’s web site.
- Look at the overall “resources” for the event. Are there too few? Too many? In most events, 2-3 references would be appropriate.
- Are any of the resources outdated?
- FOR HEALTH PROFESSIONS AND EMERGENCY PREPAREDNESS EVENTS – not only must the resources be checked for availability but must also be certain that the event skills are aligned with the designated resource. This only needs to happen once – and then again only when the resource changes.
- Be sensitive to HOSA advisors/member issues related to text resources. Don’t change texts unless it is necessary. Be sensitive to costs. If a commonly used book will meet a need, don’t add a new resource. Don’t recommend a new book unless you have seen it, read it, and feel it clearly meets the needs of the event.

## CE GLOSSARY OF SELECTED TERMS

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### B

<b>Board Chairman</b>	elected chairman of the HOSA, Inc. Board of Directors
<b>board member</b>	someone who serves on the HOSA, Inc. Board of Directors
<b>bonus</b>	extra points added to an event score for proper dress, etc., as determined by the event guidelines

### C

<b>CE</b>	abbreviation for Competitive Events
<b>CE Headquarters</b>	room at the ILC for Competitive Events management and materials storage
<b>CE Leadership Team</b>	Sub-group of CE Management Team that includes the Category Chairs, and HOSA Management
<b>CE Management Team</b>	Lieutenants, Category Chairs, Interns, Liaison, and HOSA Management
<b>Clinical event site</b>	location other than the hotel for selected events with clinical skills
<b>competitor</b>	student HOSA member participating in a competitive event
<b>Conference Management System</b>	also known as HOSA CMS or HCMS, the software program used to manage the registration of conference delegates, scheduling of competitive events, and tabulation of results

### D

<b>Demonstration Event</b>	Individual states or the HOSA CE program may recommend the demonstration of a new event. In the case of state demos, the state must have conducted the event at the state level and prove the international potential for the event. The CE Management team approves demonstration events at their January meeting. The state demonstrating the event accepts full responsibility for all aspects of conducting the event at the ILC.
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## E

<b>Delegate</b>	HOSA member attending ILC
<b>Event Assistant</b>	People, usually students, selected by the State Advisor and Event Manager to assist in the event to which the state is assigned.
<b>Event Site</b>	generally refers to a medical facility away from the ILC hotel where selected skill events are held
<b>Event Manager</b>	Person selected by the State Advisor to manage the event to which the state is assigned.
<b>Event Manager &amp; JM Orientation</b>	an orientation meeting on Wednesday of the ILC or through Zoom prior to ILC. Those attending should be the Lieutenant, Event Manager, and JM.
<b>Event Personnel</b>	people selected by the State Advisor and Event Manager to manage the event rooms to which the state is assigned.
<b>Event Personnel Orientation</b>	an orientation meeting prior to the event either in person or via Zoom. Those attending should be the Event Manager, Judge Manager, event personnel, Lieutenant and State Advisor.

## G

<b>General Rules And Regulations</b>	beginning section of HOSA Handbook, Section B – includes rules that apply to events in general, they serve as a supplement to all event guidelines
<b>Guidelines</b>	written description of the process and evaluation for each competitive event, found in Section B of the HOSA Handbook

## H

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<b>HOSA Handbook Section B</b>	official reference for HOSA Competitive Events, contains guidelines for each competitive event
<b>HOSA, Inc.</b>	the legal entity of HOSA
<b>HOSA, Inc. Board of Directors</b>	elected body with the authority to manage all affairs of HOSA, Inc.

**HQ** abbreviation for headquarters, a room at the ILC for management of competitive events, storage of CE supplies, meeting of staff members, etc.

## I

**ILC** abbreviation for International Leadership Conference

**Inquiry** a process that allows the HOSA member to disagree with or seek clarification on a decision related to competitive events

**"Inside" of Event** refers to the room where the competition actually takes place, sometimes an event section, usually managed by a Section Leader

## J

**Judge** the person with medical or leadership expertise who evaluates competitors following written criteria and awards a score for the competitors' performance

**Judge Manager** the person selected by the state advisor to assist with judge orientation and ensure accuracy of judging process and paperwork

## L

**Lieutenant** member of CE Management team

**Local Advisor** person responsible for a group of HOSA members, generally a health science teacher or college faculty member

## M

**HOSA Management Team** professional leadership group that provides management services to the entire HOSA organization, includes an Executive Director, Associate, Director, and HOSA Staff

## O

**"Outside" of Event** area in hallway outside of where competitive event is taking place, usually where competitors wait before the event and complete evaluation forms after the event, managed by Event Manager

## P

**Pilot event** after an event is demonstrated at the ILC, the CE program can move the event to “pilot” status. Pilot status gives the CE program full responsibility for the event guidelines and management of the event. Because the event is still in the developmental stages, it is considered a recognition event for award purposes.

## R

**Recognition Events** events in the Recognition category, usually awarded during international Recognition Session, held the night prior to the Awards Sessions

**Resources** suggested texts from which content or skills related to a particular event originate, a published text source

## S

**Scantron Forms** test answer sheets that can be read by an optical scanner, generally requiring the competitor to bubble in the correct response with a #2 pencil, OR, evaluation forms that can be read by the scantron machine

**Scenario** in Health Professions and Emergency Preparedness competitive events, a description of what happened that sets the environment for competitors to demonstrate skills, a secret topic to role play about

**Secret Topic** in selected competitive events, a topic such as a title for a speech , essay, poster or presentation that competitors do not know until they are in the preparation for event competition

**Section** a sub-group in a competitive event where all competitors have the same judges, an event may have one large section per division (ex: Medical Terminology) or numerous smaller sections (CPR/First Aid)

**Skill Events** events that require the demonstration of selected clinical skills, all directly related to a health care career

**Skills** generally refers to procedures selected to be demonstrated in Health Professions and Emergency Preparedness events

**Special Needs Events** includes Personal Care, Life Support Skills, Interviewing Skills and Speaking Skills – events designated for exceptional children as outlined in the Individuals with Disabilities Act

**State Advisor** person responsible for a specific state delegation - including student members, chapter advisors and guests



## T

<b>Tabulations</b>	at the ILC, room with conference management program on computer, managed by computer consultant, to generate competitive event results and session scripts
<b>TAC</b>	abbreviation for Technical Advisory Council. A group of health and HOSA professionals with expertise in a specific event area, organized to analyze and make recommendations about a specific competitive event
<b>Theme</b>	Annual topic announced by HOSA-Future Health Professionals
<b>Topic</b>	certain events have a specific assigned idea for analysis and presentation, with the given idea announced annually. For example, Biomedical Debate and Researched Persuasive Speaking have announced event topics

## CE MANAGEMENT GUIDE ACKNOWLEDGEMENTS

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The HOSA Competitive Events Management Guide was first published in 1997 to assist the members of the Competitive Events Program in delivering a quality HOSA International Leadership Conference. The documents it contains are the result of over twenty years of Competitive Events teamwork, coordinated by the Director of Competitive Events:

89 - 90	Dr. Joyce Brandt	(IA)
91 - 92	Jay Greaves	(UT)
93 - 94	Kim Smith	(NC)
95 - 96	Dr. Jane Muhl	(IA)
97 - 98	Karen Batchelor	(TX)
99 - 00	Carla Maloy	(OK)
01 - 03	Danita Sheppard	(NC)
04 - 05	Elizabeth Bullock	(KY)
06 - 07	Lara Skaggs	(OK)
08 - 09	Anne Regier	(TX)
10 - 11	Jen Staley	(CO)
12 - 13	Jan Mould	(TN)
14 - 15	Laura Fink	(FL)

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*Leadership is providing  
inspiration & vision, then  
developing & empowering  
others to achieve this vision.*

~ Marshal Goldsmith

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Beginning with the 2015-2016 membership year, HOSA Management coordinated the publication with the assistance of the entire CE Management Team.

Every Competitive Events Management team brings their unique contributions to improving HOSA event processes. Competitive Events Management teams are supported by consistent and wise management from HOSA's Headquarters Management firm.

This guide is designed to be used by the Competitive Events Program Leadership, State Advisors, State and HOSA Event Managers, QAs, and any other HOSA member who wishes to provide a quality Competitive Events Program for HOSA members. It is through the delivery of a **QUALITY** experience for HOSA members that the HOSA Competitive Events Program contributes to the goals of Health Science Education.