

# **Oregon HOSA**

## **The Never-Ending Beat**

### **State Leadership Conference**

### **2010**

# HOSA



## **Registration Information**

# Table of Contents

<b>State Leadership Conference</b>	
Conference Information .....	3
Theme	
Dates	
Hotel	
Registration Fees	
Deadlines	
Conference Activities .....	4
Advisor Information.....	5-7
Advisor Techniques for Delegate Management.....	8
Tentative Conference Schedule .....	9-11
Pre-Conference Delegate Meeting .....	12
<b>Voting Delegate Information</b> .....	13-14
<b>Oregon HOSA Competitive Events</b>	
General Information.....	15
Competitive Events and Codes List.....	16-18
Muscle Identification Competition .....	19
Skelton Identification Competition .....	20
Grievance Procedure.....	21
Oregon HOSA Grievance Report .....	22
<b>Conference Registration Directions</b> .....	23
<b>Registration Forms</b>	
Registration Checklist (A) .....	24
Statement of Assurance (B).....	25
Competitive Event Judge Registration (C).....	26-27
Substitution Form (D) .....	28
Emergency Medical Treatment Authorization Form (E).....	29
Code of Conduct (F) .....	30-31
State Leadership Conference Fact Sheet (G).....	32

# Conference Information

**Theme:** Oregon HOSA: The Never-Ending Beat

**Dates:** April 15-17, 2010

**Hotel:** Valley River Inn                      541.743.1000: ph  
 1000 Valley River Way                      541.687.0289: fax  
 Eugene, OR 97401                              www.valleyriverinn.com

## Registration:

Chapter advisors or potential advisors are required to pre-register their student delegates/adults/participants for the State Leadership Conference. As with last year, an Excel registration spreadsheet will be provided and must be used. **Only the official registration forms will be accepted.** Since the conference is limited to paid registrants only, any guest must purchase a banquet ticket if they wish to attend the Recognition Awards Banquet.

All registration materials for the State Leadership Conference must be postmarked, faxed or emailed Thursday, March 18, 2010 receive the \$80.00 rate. For a chapter to complete their registration, the following must be received:

1. Forms A, B and C (soon to be available online at [www.oregonhosa.org](http://www.oregonhosa.org)).
2. "(SCHOOLNAME).Registration.OR.2010" Excel spreadsheet (available via email).
3. All registration money via school issued check or purchase order.

All chapters must have a zero balance with Oregon HOSA or proof of purchase order by the onsite conference registration in order to be able to compete at SLC.

## Registration Fees:

- Early registration due March 18    \$80.00
- **Registration after March 18    \$90.00**
- Alumni/Associates/Guests        \$30.00  
 (includes banquet ticket)

## Deadlines:

- Registrations must be received by March 18 to take advantage of the early registration fee of \$80.00. **Chapters registering for SLC after March 18, 2010 will receive an invoice for \$10 per delegate.**
- A check or **purchase order** must accompany registration forms.
- **There will be no refunds after the March 18, 2010 deadline.**
- **Membership dues must be submitted to National HOSA by March 18, 2010 in order to participate in SLC.** While March 1, 2010 is published as the Spring Semester Membership, National HOSA will accept membership at anytime and your SLC registration will be checked against membership submitted by March 18, 2010.

***Thank you for meeting the deadline dates.***

# Conference Activities

## Registration

There will be an opportunity for conference check-in on Wednesday afternoon. The registration table will also be open Thursday and Friday. Advisors will need to pick up registration packets and finalize skill event schedules. Emergency changes, substitutions or deletions of competitors may be made at this time. **However, no refunds will be made.**

## Courtesy Corps/Student Judge Meetings

It is required that Courtesy Corps and student judges report to their pre-assigned events 30 minutes to 1 hour in advance for orientation.

## Officer Candidate and Voting Delegate Orientation

Officer Candidates and Voting Delegates will be briefed during an orientation Thursday morning. The time and location will be published in the conference program. There will also be an opportunity to ask questions of current state officers.

## Opening Session

At this session on Thursday morning, delegates will be welcomed to the State Leadership Conference. Advisors, please ensure that your chapter caucuses regarding their selection of state candidates.

## Competitive Events

See the competitive events section in this registration packet for descriptions of Oregon only events. Use the National HOSA website ([www.hosa.org](http://www.hosa.org)) for information about all other competitive events.

## Awards Session

- Competitors may compete at one of two levels, depending on the student's experience:
  - Initial Mastery is for students who are competing for the first time.
  - Advanced Mastery is for students who have previously competed or who would like to be eligible for Nationals.
- First through sixth place are recognized in each level and event.
  - Medals are awarded to first through third places.
  - In the event that test scores do not meet the minimum standard, certificates will be awarded.
- The top three Advanced Mastery competitors in each event are qualified for competition at Nationals. If one of these top competitors is unable to attend Nationals, the next ranking competitor will be offered the opportunity to attend.
- Guest competitors will be recognized as a separate category. The top three winners will receive certificates. Come and join the fun!

# Advisor Information

## 1. Student Attendance Criteria and Eligibility

To be eligible to participate in the Oregon HOSA State Leadership Conference, health science students must meet the following basic criteria:

- Be an active member of Oregon and National HOSA.
- Be approved by his/her HOSA chapter advisor.
- Have the approval of his/her school administration.
- Have the approval of his/her parent(s) or guardian(s).

## 2. Competitive Event Sponsorship

All advisors are being asked to facilitate at least one competitive event this year. Responsibilities include recruiting and training personnel required (**including judges**), coordination with Oregon HOSA to ensure equipment needs, facilitation of the event, scoring, and delivering the list of winners to the conference office. Events will be assigned to advisors so that planning meetings can occur prior to SLC.

## 3. Competitive Event Advising/Registration

Please be active in advising your students. It is the advisor's responsibility to ensure that students' competitive events do not conflict and that they are adequately prepared for their event. Make them aware of the SLC schedule, all guidelines and judging criteria (please see [HOSA Handbook: Section B/Competitive Events Guidelines](http://www.hosa.org) at [www.hosa.org](http://www.hosa.org)).

The following registration policies should be noted:

- Students may register for two competitive events in each of Categories I, II III, IV and V and an unlimited number in category VI.
- **Exception:** Due to the number of students wishing to compete and time constraints, students may choose only one of the following events: **Creative Problem Solving or Career Health Display**.
- No additions will be allowed beyond the registration deadline. Only emergency drops and substitutions will be allowed via the Substitution Form (D).
- Please check to **ensure that your students' names are spelled correctly and are clearly legible**. Name tags and certificates are taken from the registration.
- **Initial Mastery:** For students who are competing in an event for the first time. However, first time competitors may also register in advanced mastery. Initial Mastery competitors are not eligible for competition at Nationals.
- **Advanced Mastery:** For students who have competed previously and those who may like to compete at Nationals.
- **Guests:** For potential HOSA chapters who are interested in learning more about HOSA.

- **Sequestering:** Competitors may be sequestered until they have completed their competition.

HOSA provides students with the opportunity to test their knowledge and skills by participating in competitive events during the annual State Leadership Conference. The skill events include a written test which students take prior to the skill portion of the event.

National HOSA uses these tests as a qualifying round and students must have a minimum score of 70% or better to move on to the skill round. Oregon does not use the test as a qualifying round. The test score is added to the student's score from the skill portion of the event to determine the final ranking.

For all events which require a written exam, a minimum standard is established by the Board which will not be greater than the 70% required for National Competition. Students who qualify for recognition, but whose scores fall below the state standard, will receive a certificate.

We believe that it is important for all students to be able to demonstrate content knowledge on the written exam as well as being able to perform the skill portion with accuracy.

#### 4. Chaperones

An adult advisor(s) must accompany and be responsible for the students attending from their school in the ratio of **one advisor per ten students**. Adequate chaperoning must be provided for both male and female participants. For exceptions, a district letter must accompany the registration.

Adult advisors may be an adult named by the chapter advisor to serve in this capacity. All advisors must register for the conference, pay the registration fee, and be in attendance for the entire time of the conference. There is **no limit to the number of adult advisors who may attend**.

**Suggestion:** Invite "key" administrators or community movers and shakers, who might also serve as judges. They will be impressed by your chapter and by HOSA!

#### 5. Special Needs

If you have students with special needs (physical, dietary, etc.), please note it in the registration form. We will make every attempt possible to accommodate any needs in order to make this conference an enjoyable experience for all. If you have students who may need wheelchair access, be sure to indicate that on your hotel form as well if you will be staying over night. Indicate IEP only events. IEP (Individualized Educational Program) is for special needs students only. Documentation must be included.

#### 6. Guests/Alumni Registration

We encourage you to invite guests to attend part or all of the conference. Guests you may want to include are parents, school administrators, school board members, advisory committee members, the supervisors of your clinical experience work

students and HOSA alumni. Guest registration is \$30.00 and includes the banquet ticket.

#### **7. Guest Chapters and Teachers**

The Board has established a guest policy to encourage students and teachers that are participating in new health sciences programs to attend as special guests and to participate in the competitive events as guest-competitors. We believe this will give them the opportunity to see "HOSA in action" and experience the state conference. Registration is \$30.00 and includes the banquet ticket.

#### **8. Voting Delegates**

Per Oregon HOSA Bylaws, each chapter is entitled to two voting delegates who need to be prepared to represent their chapter at the two business Meetings. Please be sure to indicate their names on the registration form, and provide them with relevant information.

#### **9. Courtesy Corps**

We are asking chapters to train and bring dependable and courteous members who will serve as courtesy corps for the events for which you are responsible. The courtesy corps will assist with events and other needs during the conference. It is an excellent opportunity for new members to learn about HOSA.

#### **10. State Officer Candidates**

Being a HOSA state officer is an excellent opportunity to gain valuable leadership skills. Please encourage outstanding student leaders to apply. See the State Officer Candidate Packet for more information.

#### **11. Plan Your Travel**

In order that all delegates have the opportunity to participate in the activities, plan your arrival and departure accordingly. There are several competitive events and meetings prior to the opening of the session. Please ensure that your delegates prepare themselves adequately.

#### **12. Curfew**

The time for curfew each night will be noted in the conference program. Please explain to your students what the curfew means. For example, after curfew, student musts remain in their room. They may not even run down the hall for a soda. Students who are commuting may **not** remain on the site past curfew.

#### **13. Student Judges**

The opportunity exists for responsible students to serve as judges for HOSA. Please ensure that nominated students are fair and dependable and submit their names on the "SLC Competitive Event Judge Registration 2010" form.

# Advisor Techniques for Delegate Management

We recommend a proactive approach to the supervision of delegates, and urge you to set high standards with your students prior to the meeting. Do be positive and supportive.

1. Plan your travel arrival and departure times with delegates.
2. Plan local community publicity following the conference.
3. Discuss your expectations with the delegation that you bring. Remind delegates that they represent their schools and HOSA at all times as attending the conference, including traveling to and from.
4. Review Code of Conduct with delegates prior to the conference.
5. Recommend that valuables not be brought to the meeting site.
6. Stress that each chapter will be financially responsible for any damage to the conference site or HOSA property onsite.
7. Set telephone use guidelines.
8. Emphasize that delegates are not allowed off-site without adult supervision and your permission.
9. Discuss ways to meet delegates from other chapters.
10. Have your students check in with you at least three times per day. Let them know your whereabouts (itinerary). Suggestion: use your room door or hotel mailbox as a message center.
11. Plan some “reflective think time” each day where delegates share meeting experiences and concerns as a delegation.
12. Remind your students to compliment and thank the hotel staff, presenters and competitive event staff who serve them.
13. Clarify curfew time and expectations. Remind students to never open a hotel door without asking and seeing who is outside.
14. Familiarize delegates with hotel fire safety information.
15. Instruct students to wear their name tags onsite.
16. Follow hotel rules and policies. Room charges and hotel bills are the responsibility of each chapter.
17. Inform delegates of money needed for meals, tips and other anticipated expenses prior to the conference.
18. Assist delegates in scheduling their time.
19. Help delegates to understand that attending the HOSA State Leadership Conference is a privilege that provides opportunity for growth!

The Oregon HOSA staff and state officer team are there to serve you. Just ask if you need something.

# Tentative Conference Schedule 2010

## Oregon HOSA State Leadership Conference Valley River Inn, Eugene April 15-17

### Thursday, April 15, 2010

---

8:00 a.m. – 10:00 p.m.	Conference Headquarters
8:30 a.m. – 1:00 p.m.	Conference Registration
9:00 a.m. – 9:30 a.m.	State Officer Candidate/Voter Delegate Orientation
10:00 a.m. – 12:00 noon	Opening Session/Annual Business Meeting Keynote Speaker
12:00 p.m. – 12:45 p.m.	Lunch on your own
12:00 p.m. – 12:45 p.m.	Advisor Meeting
12:45 p.m. – 1:30 p.m.	Chapter Meetings
1:00 p.m. – 1:15 p.m.	Courtesy Corps Training
1:00 p.m. – 4:00 p.m.	<b>Sign-Up for Appointment Times For:</b> Biotechnology, Career Health Display, Clinical Specialty, Community Awareness, Creative Problem Solving, Dental Assisting, Extemporaneous Speaking, Health Education, Home Health Aide, Interviewing Skills, Job Seeking Skills, Medical Assisting, Medical Laboratory Assisting, Medical Photography, Medical Reading, Nursing Assisting, Parliamentary Procedure, Personal Care, Physical Therapy, Prepared Speaking, Researched Persuasive Speaking, Speaking Skills, Sports Medicine, Veterinary Assisting
1:45 p.m. – 4:00 p.m.	<b>Testing:</b> Biotechnology, Dental Assisting, Dental Spelling, Dental Terminology, EMT, Forensic Medicine, CERT, Concepts of Health Care, CPR/First Aid, Creative Problem Solving, HOSA Bowl, Human Growth & Development, Kaiser Permanente Healthcare Issues Exam Medical Reading, Medical Spelling, Medical Terminology, Medical Math, Nutrition, Parliamentary Procedure, Pathophysiology, Pharmacology, Home Health Aide, Medical Assisting, Medical Laboratory Assisting, Nursing Assisting, Physical Therapy, Sports Medicine, Veterinary Assisting
1:45 p.m. – 2:30 p.m.	Testing Session I: Participants with 3-4 exams
2:30 p.m. – 3:15 p.m.	Testing Session II: Participants with 2-3 exams

3:15 p.m. – 4:00 p.m.	Testing Session III: Participants with 1-2 exams
4:00 p.m. – 5:30 p.m.	Dinner on your own
5:30 p.m. – 6:30 p.m. 5:30 p.m. – 7:30 p.m.	Extemporaneous Writing Epidemiology
6:30 p.m. – 8:00 p.m.	Business Meeting State Officer Candidate Interviews
8:00 p.m. – 11:00 p.m.	Game Room
8:00 p.m. – 9:30 p.m.	HOSA Bowl IM
8:30 p.m. – 10:00 p.m.	Advisor Workshop
9:30 p.m. – 11:00 p.m.	HOSA Bowl AM
10:00 p.m. – 11:00 p.m.	Advisor Workshop
11:30 p.m.	Curfew

### **Friday, April 16, 2010**

---

7:30 a.m. – 10:00 p.m.	Conference Headquarters
7:30 a.m. – 8:00 a.m.	HOSA Skills Events Setup
7:45 a.m.	Courtesy Corps Check-In
8:00 a.m. – 8:15 a.m.	Competitive Event Check-In at Site
8:00 a.m. – 12:00 noon	Competitive Events
8:00 a.m. – 1:00 p.m.	Biotechnology, Dental Assisting, Medical Assisting, Medical Laboratory Assisting, Physical Therapy, Sports Medicine, Veterinary Assisting
9:00 a.m. – 12:00 noon	Dental Spelling – Round Two Medical Spelling – Round Two
9:00 a.m. – 10:00 a.m.	Student Delegate Workshop
10:00 a.m. – 11:00 a.m.	Student Delegate Workshop
12:00 p.m. – 1:00 p.m.	Lunch on your own
1:00 p.m. – 5:00 p.m.	Competitive Events
1:00 p.m. – 5:00 p.m.	CERT, CPR/First Aid, EMT, *First Aid/Rescue Breathing (IEP)
1:00 p.m. – 5:00 p.m.	Home Health Aide, Nursing Assisting, *Personal Care (IEP)

1:00 p.m. – 4:00 p.m.	Student Delegate Workshops
1:00 p.m. – 4:00 p.m.	Chapter Newsletter, Clinical Specialty, Community Awareness, Health Education, Medical Photography, National Recognition Program, Outstanding HOSA Chapter, Public Health Emergency Preparedness, Public Service Announcement
4:00 p.m. – 5:30 p.m.	Medical Reading, Parliamentary Procedure
5:30 p.m. – 6:00 p.m.	Chapter Meetings
6:00 p.m. – 6:30 p.m.	Voting Delegates Cast Your Ballots
6:30 p.m. – 9:00 p.m.	Recognition Awards Banquet and State Officer Installation
9:30 p.m. – 11:00 p.m.	Dance
11:30 p.m.	Curfew

### **Saturday, April 17, 2010**

---

7:30 a.m.	Conference Headquarters
7:00 a.m. – 8:00 a.m.	State Officer Breakfast
7:30 a.m. – 8:00 a.m.	Judge and Courtesy Corps Check-In
7:45 a.m. – 8:00 a.m.	**Creative Problem Solving Check-In, Forensic Medicine Check-In
8:00 a.m. – 11:30 a.m.	**Creative Problem Solving, Forensic Medicine
8:00 a.m. – 11:30 a.m.	*Interviewing Skills (IEP), Job Seeking Skills
8:00 a.m. – 11:00 a.m.	Extemporaneous Health Poster
8:00 a.m. – 11:30 a.m.	**Career Health Display
8:00 a.m. – 11:30 am	Extemporaneous Speaking, Prepared Speaking, Researched Persuasive Speaking, *Speaking Skills (IEP),
11:00 a.m. – 1:00 a.m.	Biomedical Debate
11:30 p.m. – 12:30 p.m.	Lunch on your own
1:00 p.m. – 2:00 p.m.	HOSA Bowl Finals
3:00 p.m. – 5:00 p.m.	Grand Awards Session

\* IEP Students Only (Individualized Educational Program is for special needs students)

\*\* Students must **choose one**: Creative Problem Solving OR Career Health Display. They may not participate in both.

# Pre-Conference Delegate Meeting

Prior to the conference, have a meeting with your students to review last minute details. You may want to ask your chapter officers to run the meeting. The following agenda may help you to plan that meeting:

## Agenda

### Team Spirit

- Chapter activities (e.g., sitting together, encouraging each other)
- Awards (cheer for everyone)

### Emergency Medical Treatment Authorization Form

### Code of Conduct

- Discuss so that they understand your expectations.

### Dress Code

- Official HOSA dress or professional business attire required for all events.

### Advisor Expectations of the Chapter

- Be on time to all conference activities.
- Good sportsmanship.
- Exemplify a professional demeanor.
- Curfew expectations.
- Courtesy corps duties.
- Respectful attendance at general sessions and all competitive events.

### Fact Sheet for Parents

### Travel to Conference

- Meeting time and place.

### Costs for Each Student

### Safety Tips

- Go out only in groups.
- Never swim alone.
- Remove your name tag when outside conference events.
- Be aware of "Fire Exits."

# Voting Delegate Information

## Voting Delegate Orientation

An orientation meeting for all voting delegates and state officer candidates will be held before the Opening Session. This is a mandatory meeting. You will meet the candidates, receive a list of your obligations and have the opportunity to ask questions.

## Opening Session/Annual Business Meeting

There are two business meetings at the State Leadership Conference. Voting Delegates **must** attend both meetings. At the first meeting, held during the Opening Session, members and voting delegates will hear state officer candidate speeches. During the second meeting, during the Annual Business Meeting, candidates will be interviewed and delegates will have an opportunity to ask questions. Voting delegates need to arrive at the meetings on time to maintain voting privileges.

After these meetings, be sure that your chapter creates time to caucus regarding their selection of state candidates. Voting will occur after the second business meeting, just prior to the Grand Awards Banquet.

HOSA members who are interested in developing their leadership potential should be encouraged to run for a state office. Please see the State Officer Candidate Packet for further information

## Guide to the Candidates

Packets will be available to voting delegates at the conference. A candidate's campaign letter/resume and information guide should include the following:

- Experience
- Scholastic Aptitude
- Speaking Ability
- Responses to Published Questions
- Appearance and Personality
- Ability to think on her/his feet as evidenced by the candidates response to questions
- Commitment to responsibilities of being a state officer of Oregon HOSA

## Campaign Speeches

Each candidate will give a prepared campaign speech to all conference delegates during the first business meeting, during the Opening Session. Speeches will be given in the order of President-Elect, Regional Vice-Presidents, Secretary, Historian/Reporter and Collegiate Representative. All candidates are allotted a maximum of three (3) minutes for a campaign speech. All speeches in support of the candidate must be included.

## Elections

The election is considered new business and will take place during the second business meeting. All voting delegates must be seated in their designated areas by the start of the meeting. Each chapter will be allowed two voting delegates who must be seated in order to cast a vote.

Candidates for each office will be introduced by their respective current state officer. Upon introduction, a candidate will approach the podium and be asked five questions by a state officer. The questions will pertain either to HOSA or to being a state officer. The questions must be answered extemporaneously by the candidate. Each candidate will be given 30 seconds to consider each question and one minute to answer each question. In answering the questions, the candidate must stick to the topic.

There will be a chapter meeting before the Grand Awards Banquet where voting delegates will caucus with their chapter members. Ballots will be cast before voting delegates enter the banquet. Candidates may not initiate contact. Chapter advisors will not be allowed to participate during the election.

A secret ballot will be taken. A candidate must receive a simple majority of the votes cast to be declared the winner. If a candidate does not receive a majority of votes cast on the first ballot, then a run-off election will be held between the two candidates receiving the highest number of votes.

In the case of a run-off election, delegates will have five minutes to caucus with their chapter members.

If no candidate is elected for a specific office, that office may be appointed by the newly elected executive council at their first opportunity, under the advisement of the state advisor and Board. Newly elected state officers will be announced and installed during the Recognition Awards Banquet.

**Dress Code**

Voting delegates will wear the official HOSA dress or business attire during the business meetings.

# Oregon HOSA Competitive Events

## General Information

HOSA provides students with the opportunity to test their knowledge and skills by participating in Competitive Events during the annual State Leadership Conference. The skill events include a written test which students take prior to the skill portion of the event.

National HOSA uses these written tests as a qualifying round and students must have a minimum score of 70% or better to move on to the skill round. Oregon does not use the written test as a qualifying round. The test score is added to the student's score from the skill portion of the event to determine the final ranking.

We believe that it is important for all students to be able to demonstrate content knowledge on the written exam as well as being able to perform the skill portion with accuracy.

At Oregon's State Leadership Conference, students may compete in two events in Categories I, II, III, IV and V and unlimited events in Category VI. This is different than the rules for the National Leadership Conference. Students who compete at the National Conference will need to make choices.

**Exception:** Due to the number of students wishing to compete and time constraints, students may choose only one of the following events: **Creative Problem Solving or Career Health Display.**

Please use the **Tentative Conference Schedule** when registering in events to avoid scheduling conflicts. **It is your responsibility to ensure that there are no conflicts.**

The rules for Oregon-only competitive events are included in this section.

**Due to the expense of renting video equipment from the hotel (screens, LCD projectors, laptops etc.) competitors must bring their own equipment when an event requires the use of such items. Video portions must be able to be shown on a laptop provided by the competitor.**

If you have questions about any competitive event, and for the most recent changes and updates, please go to [www.hosa.org](http://www.hosa.org), click on "Member Services" and then on "Competitive Events." You may then select any event for rules and procedures.

# Competitive Events and Codes List

Following is a list of competitive events offered by Oregon HOSA at the State Leadership Conference. Unless indicated, all events will be offered as Initial Mastery, Advanced Mastery or Post Secondary. It is your responsibility to make sure the correct codes are used when registering your students.

## Category I – Health Science Events

Indicate AM (Advanced Mastery) or IM (Initial Mastery)

- |   |    |           |
|---|----|-----------|
| i. Muscle Identification (Oregon only)    | MI | (only IM) |
| ii. Skeletal Identification (Oregon only) | SI | (only IM) |
| 1. Dental Spelling                        | DS |           |
| 2. Dental Terminology                     | DT |           |
| 3. Medical Spelling                       | MS |           |
| 4. Medical Terminology                    | MT |           |
| 5. Medical Math                           | MM |           |

### Knowledge Tests:

- |                               |    |  |
|-------------------------------|----|--|
| 6. Human Growth & Development | KG |  |
| 7. Nutrition                  | KN |  |
| 8. Pathophysiology            | KP |  |
| 9. Pharmacology               | KH |  |
| 10. Concepts of Health Care   | KB |  |

## Category II – Health Professions Events

Indicate AM (Advanced Mastery) or IM (Initial Mastery)

- |                                  |               |                     |
|----------------------------------|---------------|---------------------|
| 11. Biotechnology                | BT            |                     |
| <del>12. Clinical Nursing</del>  | <del>CN</del> | Not an Oregon Event |
| 13. Clinical Specialty           | CS            |                     |
| 14. Dental Assisting             | DA            |                     |
| 15. Home Health Aide             | HH            |                     |
| 16. Medical Assisting            | MA            |                     |
| 17. Medical Laboratory Assisting | ML            |                     |
| 18. Nursing Assisting            | NA            |                     |
| 19. Personal Care* (IEP)         | PC            |                     |
| 20. Physical Therapy             | PT            |                     |
| 21. Sports Medicine              | SM            |                     |

22. Veterinary Assisting VA

### Category III – Emergency Preparedness Events

Indicate AM (Advanced Mastery) or IM (Initial Mastery)

23. CERT CT  
 24. CPR/First Aid CP  
 25. EMT – Emergency Medical Technician EM  
 26. Epidemiology EP  
 27. First Aid/Rescue Breathing\* (IEP) RB  
 28. *MRC Partnership* MC  
 29. Public Health Emergency Preparedness PH

### Category IV – Leadership Events

Indicate AM (Advanced Mastery) or IM (Initial Mastery)

30. Extemporaneous Health Poster EH  
 31. Extemporaneous Speaking ES  
 32. Extemporaneous Writing EW  
 33. Interviewing Skills\* (IEP) IS  
 34. Job Seeking Skills JS  
 35. Medical Photography MP  
 36. Prepared Speaking PS  
 37. Researched Persuasive Speaking RS  
 38. Speaking Skills\* (IEP) SS

### Category V – Teamwork Events

Indicate AM (Advanced Mastery) or IM (Initial Mastery)

39. Biomedical Debate BD  
 40. Career Health Display CH  
 41. Community Awareness CA  
 42. Creative Problem Solving CS  
 43. Forensic Medicine FM  
 44. Health Education HE  
 45. HOSA Bowl HB  
 46. Medical Reading MR  
 47. Parliamentary Procedure PP  
 48. Public Service Announcement PA

**Category VI – Recognition Events**

49. Barbara James Service Award	BJ
50. Chapter Newsletter	NL
51. HOSA Week	HW
52. Kaiser Permanente Healthcare Issues	HC
53. National Recognition Program	NR
54. National Service Project	NS
55. Outstanding Alumni Member	AL
56. Outstanding HOSA Chapter	OC
57. <i>Outstanding State Leader</i>	<i>OL</i>

New events are in *italics*.

# Muscle Identification Competition

## Oregon Only Event

### Purpose

To encourage members to become well acquainted with the muscular structure of the human body, to correctly identify individual muscles and answer questions regarding the muscular system correctly.

### Overview of Activities

Participants will be provided with a lab book that has drawings of superficial muscles labeled with a number. Participants will identify on a sheet of paper each labeled muscle. Contestants will concurrently take a written test which will cover items related to the muscles. Only human superficial muscles will be used.

### Eligibility

To be eligible to compete, participants must be a member of Oregon HOSA, and not have competed in this event before.

### Dress

Competitors must wear the official HOSA uniform or appropriate business dress.

### Rules and Procedures

1. Contestants shall identify each labeled muscle on a sheet of paper, numbered according to the numbers on the labeled muscles.
2. Participants shall correctly spell each muscle identified for that item to be counted as correct. Spelling of muscles shall be according to *Taber's Cyclopedia Medical Dictionary* current edition.
3. Participants will be concurrently taking a written test related to the muscles.

### Required Personnel

One competitive event chairperson and at least one (1) assistant.

### Equipment and Materials

1. A lab book with numbered drawings of the muscles to be identified.
2. Table and chairs for participants.
3. Sheets of paper numbered with same number of Scantron cards as there are muscles to be identified for each contestant.
4. A copy of a written objective test related to the muscles for each contestant.
5. Pencils for each contestant.
6. *Taber's Cyclopedia Medical Dictionary*.

### Instructions to Judges

Category coordinator will furnish lab books, identification answer sheets, written tests, and Scantron cards. Judges shall review competitive event rules and procedures with contestants prior to beginning of the contest. Judges shall correct tests after competition has been completed and will determine by the top three scores the first, second and third place winners, respectively.

### Ratings

Contestants shall be given one (1) point for each correctly identified muscle which is correctly spelled and one (1) point for each correctly answered question on the objective test. No points will be awarded for any item that is not correctly spelled.

# Skeleton Identification Competition

## Oregon Only Event

### Purpose

To encourage members to become well acquainted with the structure of the skeleton system, to correctly identify the individual bones and answer questions regarding the skeleton system correctly.

### Overview of Activities

Participants will be provided with a lab book that has drawings of bones labeled with a number. Participants will identify on a sheet of paper each labeled bone. Contestants will concurrently take a written test which will cover items related to the skeleton.

### Eligibility

To be eligible to compete, participants must be a member of Oregon HOSA, and not have competed in this event before.

### Dress

Competitors must wear the official HOSA uniform or appropriate business dress.

### Rules and Procedures

1. Contestants shall identify each labeled bone on a sheet of paper, numbered according to the numbers on the labeled bones.
2. Participants shall correctly spell each bone identified for that item to be counted as correct. Spelling of bones shall be according to *Taber's Cyclopedia Medical Dictionary*, current edition.
3. Participants will be concurrently taking a written objective test related to the skeleton.

### Required Personnel

One competitive event chairperson and at least one (1) assistant.

### Equipment and Materials

1. Lab books with numbered drawings of the bones to be identified.
2. Table and chairs for participants.
3. Sheets of papers numbered with same number as there are bones to be identified for each contestant.
4. A copy of a written objective test related to the skeleton for each contestant.
5. Pencils for each contestant.
6. *Taber's Cyclopedia Medical Dictionary*.

### Instructions to Judges

Category coordinator will furnish lab books, written tests, identification sheets, and Scantron cards. Judges shall review competitive event rules and procedures with contestants prior to beginning contest. Judges shall correct tests after competition has been completed and will determine by the top three scores the first, second and third place winners, respectively.

### Ratings

Contestants shall be given one (1) point for each correctly identified bone which is correctly spelled and one (1) point for each correctly answered question on the objective test. No points will be awarded for any item that is not correctly spelled.

# Grievance Procedure

The Oregon HOSA state staff will officially recognize only those grievances filed by the chapter advisor or the adult in charge of a chapter delegation. Problems will be considered in the following manner:

1. The local HOSA advisor will file a written request Oregon HOSA Grievance Report describing the situation in question and the violation of Oregon HOSA policy.
2. This written statement must be signed by the chapter advisor and filed with conference headquarters.
3. The Competitive Events Committee will officially rule on the validity of the complaint and decide on its deposition.

**NOTE:** Grievances should be filed as soon as possible after the incident so that it can be resolved prior to awards being announced.

# Oregon HOSA Grievance Report

**Date:** \_\_\_\_\_

**Chapter Name:** \_\_\_\_\_

**Event:** \_\_\_\_\_

**Contestant's Name:** \_\_\_\_\_

**Person Filing Grievance:** \_\_\_\_\_

Please describe the incident in question, the Oregon HOSA policy you feel was not followed and your preference for action to be taken. Please be specific.

\_\_\_\_\_  
Chapter Advisor's Signature

\_\_\_\_\_  
Date

**Action Taken:**

\_\_\_\_\_  
Competitive Events Chair's Signature

\_\_\_\_\_  
Date

# Conference Registration Directions

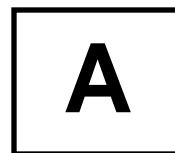
## Steps for filling out registration:

1. For the second year, an Excel form will be used for registration. Your information must be typed and please be sure the competitive event codes are accurate.
  - Handwritten forms will not be accepted.
  - Only official registration forms will be accepted.
  - Enter event code beside each name, followed by level: Initial Mastery (IM) or Advanced Mastery (AM)
  - **Note: Only AM competitors are allowed to compete at Nationals.**
  - Due to the number of students wishing to compete and time constraints, students may choose only one of the following events: **Creative Problem Solving or Career Health Display.**
  - Students must be registered for all events prior to the conference. Additions will not be allowed at the conference, only emergency deletions and substitutions.
2. Check each student's records to verify current membership.
3. Have each student attending complete the Emergency Medical Treatment Authorization Form (E) and the Code of Conduct (F).

Advisors are responsible to keep a copy of these forms signed by the student, advisor, school official and parent or guardian (please follow school policy for parent signatures for emancipated students). Please check that all required signatures are present on each student's form. The Statement of Assurance (B) with the advisor and school official's signature must be returned with the registration forms.

4. Complete the Registration Checklist (A) and submit, along with the Statement of Assurance (B) and Competitive Event Judge Registration (C).

# Registration Checklist



**Deadline:** March 18, 2010

**Mail, Email or Fax To:** Oregon HOSA  
2611 Pringle Rd SE  
Salem, OR 97302  
trina.lee@wesd.org  
541.687.0289: fax

## Registration

All registration materials for the State Leadership Conference must be postmarked, faxed or emailed Thursday, March 18, 2010 receive the \$80.00 rate. For a chapter to complete their registration, the following must be received:

4. Forms A, B and C (soon to be available online at [www.oregonhosa.org](http://www.oregonhosa.org)).
5. "(SCHOOLNAME).Registration.OR.2010" Excel spreadsheet (available via email).
6. All registration money via school issued check or purchase order.

**Chapter:** \_\_\_\_\_

### **Required Forms** (please check off as completed):

### **Deadline:**

<input type="checkbox"/> Registration Checklist (A)	March 18, 2010
<input type="checkbox"/> Registration Excel Spreadsheet	March 18, 2010
<input type="checkbox"/> Statement of Assurance (B)	March 18, 2010
<input type="checkbox"/> Current copy of membership roster	March 18, 2010
<input type="checkbox"/> Competitive Event Judge Registration (C)	March 18, 2010
<input type="checkbox"/> I have sent or will send my Hotel Registration Form and Group Room List Reservation Request to Valley River Inn by <b>Friday, March 19, 2010</b> .	
<input type="checkbox"/> Substitution Form (D)	Only after March 18, 2010

### **The following forms must be completed and kept with the advisor:**

- Emergency Medical Treatment Authorization Form (E)
- Code of Conduct (F)

### **Optional Forms:**

### **Deadline:**

- Special Recognition Award Nominations Form      March 18, 2010

### **The following form should be filled out and left with a parent/guardian in case of emergency:**

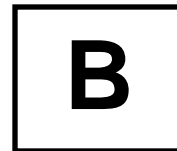
- State Leadership Conference Fact Sheet (G)

# Statement of Assurance

## HOSA State Leadership Conference 2010

**Deadline:** March 18, 2010

**Mail or Fax To:** Oregon HOSA  
2611 Pringle Rd SE  
Salem, OR 97302  
trina.lee@wesd.org  
541.687.0289: fax



I, \_\_\_\_\_, understand the importance of the Oregon HOSA Code of Conduct and Emergency Medical Treatment Authorization Form and assure that my students attending this function have completed the above-mentioned forms for the following HOSA activity.

**Activity:** State Leadership Conference

**Dates:** April 15-17, 2010

**Location:** Valley River Inn, Eugene, OR

By signing below I am also indicating that I will have the Oregon HOSA Code of Conduct and Emergency Medical Treatment Authorization Form in my possession for the duration of the above activity, including travel to and from this activity. I also understand the following:

1. Oregon HOSA will not collect the Oregon HOSA Conduct Code.
2. The Oregon HOSA Conduct Code and Emergency Medical Treatment Authorization Form, when properly and totally completed, provide the best protection for my student's medical needs and my liability during this HOSA activity.
3. The required advisor to student ratio for the State Leadership Conference is to be a minimum of one (1) adult advisor for every ten (10) student delegates. Advisors need to check their school district's policy regarding supervision of students on trips.
4. The responsibility for the safety and security of delegates rests with the people signing this Statement of Assurance.

I have read the above and hereby offer assurance that I understand and agree to comply with the policies stated as indicated by my signature appearing below.

\_\_\_\_\_  
Chapter Advisor's Signature

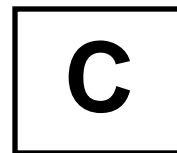
\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official's Signature

\_\_\_\_\_  
Date

# Competitive Event Judge Registration

**Deadline:** March 18, 2010



**Mail, Email or Fax To:** Oregon HOSA  
2611 Pringle Rd SE  
Salem, OR 97302  
trina.lee@wesd.org  
541.687.0289: fax

Each advisor will be asked to help with competitive events. Your chaperones may also serve as a judge. The opportunity exists for responsible students to serve as judges for HOSA. Please ensure that nominated students are fair and dependable. Please use this form to register to help with competitive events. Every effort will be made to honor your preferences.

## 1. Advisor

Name: \_\_\_\_\_ Chapter: \_\_\_\_\_

Competitive Event Preferences: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

## 2. Student Judge

Name: \_\_\_\_\_ Chapter: \_\_\_\_\_

Competitive Event Preferences: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

## 3. Student Judge

Name: \_\_\_\_\_ Chapter: \_\_\_\_\_

Competitive Event Preferences: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

**4. Adult Judge**

Name: \_\_\_\_\_ Chapter: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Competitive Event Preferences: 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**5. Adult Judge**

Name: \_\_\_\_\_ Chapter: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Competitive Event Preferences: 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Thank you for your help!**



# Emergency Medical Treatment Authorization Form



## Permit to Attend HOSA Sponsored Activity Release of Claim for Damages

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Name of High School: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Name of Activity: \_\_\_\_\_  
 Advisor(s) in Charge: \_\_\_\_\_

This is to certify that **THE ABOVE NAMED STUDENT** has my permission to attend the above named HOSA activity. I also do hereby, on behalf of **THE ABOVE NAMED STUDENT**, absolve and release the school officials, the HOSA chapter advisors and the Oregon HOSA state staff from any claims for personal injuries which might be sustained while he/she is in route to and from or during the HOSA sponsored activity.

I authorize the above named advisor or state Oregon HOSA state staff to secure the services of a doctor or hospital. I will incur the expenses for necessary services in the event of accident or illness and provide for the payment of these costs.

I have read the Oregon HOSA Code of Conduct. I also agree that the school officials, the HOSA chapter advisors, and the Oregon HOSA state staff or the Conference Conduct Committee, have the right to send **THE ABOVE NAMED STUDENT** home from the activity at my expense, provided that in their opinion the seriousness of the violation of the Code of Conduct warrants it.

### Medical Information:

Known allergies (drug or natural): \_\_\_\_\_  
 Special medication being taken: \_\_\_\_\_ Date of last tetanus shot: \_\_\_\_\_  
 History of heart condition, diabetes, asthma, epilepsy or rheumatic fever: \_\_\_\_\_  
 Any physical restrictions: \_\_\_\_\_ Other conditions: \_\_\_\_\_  
 Family Doctor: \_\_\_\_\_  
 Parents'/Guardians' Phones: Work: \_\_\_\_\_ Home: \_\_\_\_\_ Other: \_\_\_\_\_

### Insurance Information:

Insurance Company Name: \_\_\_\_\_ Policy Number: \_\_\_\_\_  
 Coverage: \_\_\_\_\_

### Required Signatures:

Student: \_\_\_\_\_ Date: \_\_\_\_\_  
 Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_  
 Chapter Advisor: \_\_\_\_\_ Date: \_\_\_\_\_  
 School Official: \_\_\_\_\_ Date: \_\_\_\_\_

# Code of Conduct



## Students and Supervisory Adults For All Oregon HOSA Conferences and Activities 2009-2010

Health sciences programs and HOSA provide training for students with career objectives in health. As individual conduct and appearance is a part of this training, it becomes the responsibility of all persons to see to it that proper conduct is adhered to at all times. The following guidelines have been established to provide all participants information regarding expected behavior.

1. All participants will be expected to attend all conference sessions, activities, and competitive events for which they have registered. **Failure to attend an event may result in disqualification from all events.**
2. All participants are expected to behave in a courteous and respectful manner and to refrain from using language or actions that might bring discredit upon themselves, their school, their home, their friends, or the HOSA organization.
3. Intoxicants or drugs of any nature will be prohibited. We again ask students to police themselves for the time we are together. If outsiders approach anyone, it should be reported to any advisor at hand. **Students caught using any intoxicant, drug, prescription drug not prescribed to them, or other illegal substances will be disqualified from all events and forfeit any awards already received.**
4. With regard to Oregon law and out of consideration for others, the use of tobacco during conference events will not be permitted. Smoking or other use of tobacco while in public, or while dressed in official dress, also will not be permitted.
5. **Cell phones and other electronic devices are not permitted during the testing and skill events. Competitors caught with these items or suspected of using these items during the competition, will be disqualified from the event. Students may listen to personal music devices (i.e. iPods) during Extemporaneous Health Poster.**
5. Because participants are guests using public facilities, and the reputation of the organization is being created, each person should take special care not to deface or destroy any property. Any damages to any property or furnishings in buildings or hotel rooms must be paid for by the individual(s) or chapter(s) involved.
6. Conference curfew will be observed. All students should be in their rooms and quiet so as not to disturb other guests. Commuting students must be off property at curfew.
7. Conference participants are not permitted to be in the hotel rooms with members of the opposite sex. Exceptions to this rule can be made by the State HOSA Advisor or the chapter advisor for special meetings.

8. No student shall leave the immediate conference area without advisor/chaperon permission.
9. Official HOSA dress will be encouraged, but we recognize the circumstances preventing official dress. We would ask each chapter to require all persons attending to wear appropriate professional attire. **Blue jeans/denim and flip flops are not appropriate dress.**
10. Identification badges (i.e., name tags) are to be worn at all times.
11. Rules and regulations such as those above are common, and do not cover all the specifics. We ask each person attending to set a good example, not only to impress the visitors who will be on location, but for the most important person represented, **YOU.**

It is agreed that, upon violation of the Code of Conduct, the violators may be asked to vacate their hotel rooms and withdraw from the conference activities by the proper HOSA authorities.

**Parents Be Aware:** If your student is asked to withdraw from the conference, you will be notified that your child is being sent home. Under such circumstances, parents will be responsible for expenses and travel plans of their son/daughter.

Misconduct shall be reported, if applicable, to the principal or other proper authorities. Anyone being in the willful companionship of another person violating the HOSA Code of Conduct will also be subject to disciplinary action.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature<sup>1</sup>

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official's Signature

\_\_\_\_\_  
Date

<sup>1</sup> Not applicable for supervisory adults.

# State Leadership Conference

## Fact Sheet

(Parent Information)



Students should fill in specific information for their school and leave this fact sheet for their parents/guardians, with any other pertinent information, in case of emergencies and so that there is no confusion.

**What:** Oregon HOSA State Leadership Conference

**When:** April 15-17, 2010

**Where:** Valley River Inn                      541.743.1000: ph  
1000 Valley River Way              www.valleyriverinn.com  
Eugene, OR 97401

*When calling the hotel, please indicate that your student is participating in the HOSA Conference. If you need further information, please contact Oregon HOSA prior to April 15, 2010 at trina.lee@wesd.org.*

**Advisor(s) in Charge:** \_\_\_\_\_

### Travel Information:

I will arrive at the conference on \_\_\_\_\_ (day) at \_\_\_\_\_ a.m./p.m.

Our chapter will arrive by bus/van/car (circle one).

I must meet my transportation on \_\_\_\_\_ (day) at \_\_\_\_\_ (time) at \_\_\_\_\_ (location).

I will return from the conference on \_\_\_\_\_ (day) at \_\_\_\_\_ (time) at \_\_\_\_\_ (location).

I will need to be picked up at \_\_\_\_\_ (where) at approximately \_\_\_\_\_ (time).