HOSA Power Team Minutes

The HOSA Power Team Meeting Decisions

SLC 2002

- Recognition Session / Dinner Friday, April 12 from 6-9pm
    a) Buffet style pasta
- Celebration Station Friday night from 10-12:30---NO DANCE
- New Event Cat II-Clinical Specialty
    a) Friday pm
    b) 12:30 Orientation
    c) Compete 1-4pm in Rooms K-L
    d) Send in portfolio by April 4, 2002
    e) Guidelines available on HOSA homepage
- Possible Corporate Sponsors, arrangement to be made by State HOSA advisor
    a) Melton
    b) Express Services
    c) Scrubbies (Shawnee)
    d) Morton Outfitters (MWC)
    e) Brady / Mosby (dictionaries)
    f) Pocket Nurse
- Suggested Optional Activities for Thursday April 11 if possible
    a) Memorial
    b) Red Hawks game
- Symposiums to be offered either Thursday or Friday If possible and room available. State HOSA advisor will investigate.
    a) Baptist Burn - Friday 10-12 and 1-3 in G
    b) Drug Abuse - CSBI
    c) Claymation - Friday 10-12 and 1-3 in J
    d) Professional Dress/ Makeover - Friday 10-12 in L
    e) Self Defense - Thurs in H & I (Ballroom)
    f) What Happened to My Paycheck? - Friday 1-3 in F
    g) Work Ethic - Friday 1-3 in H & I (Ballroom)
    h) Medical Examiner - Friday 10-12 in K

- NCHSTE Exam online??????????????????????????????????

Definition of a Program:

Means the name on your door. Example: PN, HST, Surg Tech, Dental Asst. etc.
Per program per campus. Furthermore...how many total numbers of students you have enrolled within that program will determine how many you can take to competitions. Example: AM and PM combined and may also include evening classes at the time of registration (provided they are registered HOSA members) will be divided as follows:

Group A - 1-20 Students
2 Secondary and 2 post-secondary for each event in categories I - IV
Group B - 21-40 Students
4 Secondary and 4 post -secondary for each event in categories I-IV
Group C - 41-60 Students
6 Secondary and 6 post -secondary for each event in categories I-IV
Group D - 61-80 Students
8 Secondary and 8 post -secondary for each event in categories I-IV
Group E - 81-100 Students
10 Secondary and 10 post -secondary for each event in categories I-IV
Group F - 101 - 120 Students
12 Secondary and 12 post -secondary or 10% of enrollment for each event I in categories I-IV

- All National events will be held at State.
- No charge for preliminary online testing (POT) for this year only. Will determine charge next year after expense for this service is determined
- A student, who competes in an event that requires Preliminary On-Line Testing and does not qualify to compete at the State level, may register and compete at State in another event that did not require Preliminary On-Line Testing.
- Pilot skill competitions to be on site and visible to all participants. The events will be held in an open area but roped off where students will be competing.
  a) Career Health Display
  b) Clinical Specialty
  c) Health Education
  d) HOSA Bowl - last round only
  e) Medical Spelling - last round only
- Signs to be Posted
  a) Quiet
  b) No photos, video, or other media
  c) No conversing with event participants

Courtesy Corps to enforce the restrictions.

National Officer Selection

- Application turned in, Interview and Test -- Wed. April 10th at 3pm
- State Process
  a) Top 2 SS and Top 2 PS students will advance as National officer candidates (No minimum score on test)
  b) All candidates will be coached by Pam Lewis
     - Review test and remediate
     - Practice interviewing

Non-Competitive Events

- Job Fair Thursday 9-3 and Friday 9-12
- Set-ups - Pam and Gina
- Possible Participants, Persons responsible for arrangements are listed
  a) Integris - Brenda
  b) Children's Center - Brenda
  c) VA - Pam
  d) Unity Health (Shawnee) - Darlene
  e) St. Michael - Pam
  f) St. Anthony - Pam
  g) OSU-OKC - Darlene
  h) OKCCC - Brenda
  i) Rose State - (Need someone to make contact)
  j) Mercy - Pam
  k) OUHSE - Pam
  l) Uniform Shoppe - Brenda
- Advertiser for Conference Program, State HOSA advisor will handle.
  a) Health facilities
  b) Book companies
  c) Universities
  d) CIMC
  e) Hospitals
  f) Personnel Finders
- Legislative Session Thursday 1:30- 4:00-Gina Riggs will check into it.
- Check with Senator Monson for Room reservation and gallery reservation @ Capital auxiliary for short tour (limit to 40 students)

Chairperson and Assistant Chairperson Responsibilities Revisions

- **Prior to conference contact assistants to confirm attendance and participation in event.**
  a) Arrive on site at least thirty (30) minutes prior to event starting time.
  b) Request appropriate Competitive Event Box **and** event supplies from Headquarters the morning of or no later than one (1)hour before the event.
  c) Confirm contents of box for correct number of all forms, test, guidelines, stopwatch, small calculator, pencil, etc.

d) Prepare event room. Place materials, supplies, and equipment in the appropriate locations.

e) Read and understand the competitive event guidelines, rating sheets, and instructions for judges.

f) Assign assistant (or Courtesy Corps) to identify judges and assist them to the event location. Pick up meal (if applicable) for you, your assistant chair, and event judges.

g) Orient assistant, judges or any other event personnel to event guidelines, procedures, evaluations, and reporting of final results.

1. Identify Lead Judge.
2. Provide judges with gift, thank you card and event evaluation sheet.

h) Begin event **promptly** at designated time.

i) Conduct the event as specified by current HOSA Guidelines. A copy of the specific event guidelines is located in the specific competitive event box. A copy of the entire set of guidelines for all events is located in Headquarters.

j) Orientation Guidelines:

1. Begin orientation by introducing yourself and assistant.
2. Read the event guidelines and answer any questions the competitors may have. Stress that competitors should notify the chairperson in writing of any grievance prior to leaving the event area.
3. Remind competitors that the 20 highest scores will go on to participate in the skill event and inform competitors where this information will be posted.
4. Orient competitors to specific event location and have assistant available to provide further assistance at skills site.
5. Provide competitors with Competitive Feed back Forms

k) Give the written test (if applicable) and have an assistant take to headquarters for scoring by Scantron.

l) Assist the judges to tally the scores of each contestant. DO NOT RANK.

m) Verify with Lead Judge that a **total score** is listed on the evaluation sheet.

n) Collect and separate Secondary and Post Secondary Scantron sheet(s) and signed rating sheet(s)for each participant from judges. Place master score sheet and judges' rating sheets in provided manila envelopes found in competitive event box.

o) Thank the judges for their assistance to HOSA.

p) Return all competitive event boxes, participant evaluation forms, Judges' Comment Sheets, and the manila envelope containing the master score sheet and judges' rating sheets to the State Staff in HOSA headquarters. Sign off on Competitive Event Check out/Check in sheet.

ASSISTANTS:

_____ 1. Escort event judges to the event location. Pick up meal (if applicable) for you, your chairperson, and event judges.

_____ 2. Cover identifying patches, name tags, etc., on each student.

_____ 3. Monitor traffic flow of competitors from the holding room to the event.

_____ 4. Assist Chairperson as needed.

_____ 5. Report Chairperson progress of event.

_____ 6. Collect all materials, equipment, etc., used for competitive events. Put in appropriate folders/box. Deliver materials to chairperson.

New Grievance Procedure

APPENDIX B

Competitive Events Grievance Form

THIS FORM MUST BE FILLED OUT AND RETURNED DURING THE EVENT

Step 1
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 chairman for immediate correction. The Lead Judge and the chairperson will make a decision.

Step 2
Once an event is completed, the decision made in step one is final. If the competitor is not satisfied with the event and wishes a situation to be investigated by the Grievance Committee, it will be considered at the end of the conference.

Competitive Event Title:

_____

Section_____ Competitor#_____ SS PS/C ASSOC

Name (Person submitting)

_____

Competitor Advisor School

Narrative of Problem: (Use reverse, if necessary)

Desired Solution/Constructive Suggestion: (Use reverse, if necessary)

_____ _____

Student Signature Date

Step 1 Lead Judge and Chairman Action

Step 2 No change at this conference. Procedure reviewed for following year only.