

A student-led association for future health professionals



# CHAPTER ADVISOR HANDBOOK

## **AzHOSA**

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## Introduction

After being hired as a health science classroom teacher, the first question that we all face is: “What is HOSA?”

Quickly you discover there is a lot to learn not only about teaching the subject areas but also about sponsoring a HOSA chapter and its value to the students.

It takes time and patience to develop the balance and wisdom needed to proficiently sponsor a HOSA chapter. The good news is, you don’t need to know it ALL to be a good HOSA advisor. If you focus on what really matters – the students – you will be a very successful HOSA Advisor.

This handbook is designed to provide tips and tools you will need to be a HOSA advisor – the first 90-day survival kit!

Have a great membership year and let me know how I can be helpful!

Jane Shovlin  
AzHOSA State Advisor  
Arizona Department of Education  
Career & Technical Education

## How do I become a HOSA advisor?

This handbook is designed as an introduction to HOSA for new chapter advisors.

This handbook is not intended to contain everything; it is an overview to HOSA and its activities. There is still a great deal of information on the HOSA website, HOSA Handbook, or in other HOSA publications. An index to HOSA resources is included in this Handbook to help you find the additional information you need, when you need it.

## Guiding Principles

First things first. You don't need to know it all to be a good HOSA advisor. You do need to understand the purpose of HOSA.

***The purpose of HOSA is to promote career opportunities in health care and to prepare students to successfully pursue a health career.***



With that in mind, here are some words of wisdom for you to consider.

1. HOSA is a student-led organization. HOSA members should do the leading and you should do the “advising.”
2. The BEST HOSA activities support the purpose. No two HOSA chapters will look alike, so don't compare your chapter activities with what others are doing. Measure your success by the growth and achievements of your chapter members.
3. Don't keep it a secret. Be proud of what your HOSA members are doing, and use every opportunity at your disposal to herald their achievements.
4. Make sure your chapter members are doing the work. If you are working harder than your students, consider the purpose of HOSA and make the needed changes.
5. You don't need to do it ALL, but you need to do something. Start off sponsoring a HOSA chapter from day one and let your chapter members set the pace.
6. Be patient with yourself. There is a lot to learn about managing a student organization. Some of what you need to know is in this handbook. Some things you will learn from colleagues. The rest, you will figure out yourself with time.
7. Don't get discouraged. Youth do not always do what we expect them to do. When they mess up, it isn't personal.

8. HOSA is supposed to be fun! Look around. Make sure all HOSA members have a reason to feel good about HOSA. Encourage – don't pressure. Celebrate the good and use the bad to improve. But most of all, sit back and watch HOSA members achieve and succeed – the real reward for sponsoring a HOSA chapter

## HOSA History

HOSA (HOSA) is a national career and technical student organization endorsed by the U.S. Department of Education and the Health Science Technology Education (HSTE) Division of the Association of Career and Technical Education (ACTE). HOSA's two-fold mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people. HOSA's goal is to encourage all health occupations instructors and students to join and be actively involved in the HSTE-HOSA Partnership.

HOSA provides a unique program of leadership development, motivation, and recognition exclusively for secondary, postsecondary, adult and collegiate students enrolled in health occupations education programs. HOSA is 100% health care! Membership in HOSA is restricted to health occupations students.

Since its inception in 1976, HOSA has grown steadily reaching nearly 107,000 members through forty-seven (47) affiliated **state associations** and the District of Columbia and Puerto Rico, representing 2,800 chapters in the 2008-09 membership year.

HOSA is not a club to which a few students in school join. Rather, HOSA is a powerful instructional tool that works best when it is integrated into the HSTE curriculum and classroom. HSTE instructors are committed to the development of the total person. Those who join the HSTE-HOSA Partnership recognize the importance of providing students with training far beyond the basic technical skills needed for entry into the health care field. The rapidly changing health care system needs dedicated workers who, in addition to their technical skills, are people-oriented and capable of playing a leadership or followership role as a member of a health care team.

HOSA's mission is especially critical when considering the acute shortage of qualified workers for the health care industry. It is essential that the HSTE-HOSA Partnership maintain its momentum and encourage all HSTE instructors to integrate HOSA into their curriculum and classrooms. This book can help achieve this worthy goal.

## **AZHOSA History**

### **2004**

In 2004, the Arizona Hospital and Healthcare Association (AzHHA), the Arizona Department of Education, and National HOSA met with the Arizona State Legislature to address the critical shortage of healthcare professionals in Arizona. AzHHA received a HRSA grant that included support to start HOSA in Arizona and "Pack the Pipeline" of future healthcare workers. Arizona HOSA received its State Charter at the 2005 National HOSA Conference in Nashville, TN.

### **2005**

In 2005, at the ACTE Az Professional Development Conference in Tucson, AZ, HOSA was introduced to 12 teachers as the new 100% healthcare career and technical student organization. The first Fall Leadership conference was held at EVIT in Mesa with 125 students and advisors in attendance. A team of state officers were credentialed and appointed to a position by a committee of educators and industry leaders.

President - Ashley Mazur, Sunrise Mt. HS

Vice President - Erik Gutierrez, CAVIT

Secretary - Leann Starr, Marana HS

Member-at-Large - Cleveland Cawthon, Sunrise Mt

### **2006**

The 2006 Spring Leadership Conference was held in March at Phoenix College in Phoenix. 200 students competed in 25 competitions and the voting delegates from the local chapters chose the first elected state officers.

President - Erik Gutierrez, CAVIT

Vice President - Sarah Johnson, Sunrise Mt. HS

Secretary - Elizabeth Fair, Sunrise Mt. HS

Historian - Mariana David, Sunrise Mt. HS

In June, 2006, sixty eight Arizona HOSA state qualifiers traveled to Anaheim, CA to attend the 2006 National HOSA Conference. AzHOSA's first year ended with 683 members and was recognized for its record first year membership.

October 2006, the Fall Leadership Conference was held at Central Arizona College in Florence, AZ. 400 students attend the conference.

## **2007**

In March 2007, the second State Leadership Conference was held at Phoenix College, attended by 450 students who competed in 50 competitive events. The voting delegates elected a new set of state officers.

President - Amy Kijewski, Sunrise Mt.HS  
Vice President - Nan Pham, Sunrise Mt. HS  
Secretary - Zachary Sanders, Sunrise Mt,  
Historian - Michael Servin, Thunderbird HS  
Post Secondary VP - Dishon Abbs - Pima CCC

June, 2007 saw 155 students travel to Orlando FL to attend the 2007 National HOSA Conference. Arizona was recognized for a 50% increase in membership and Elizabeth Fair ran for National Office. The year ended with 1263 members.

On June 30, 2007, Arizona HOSA was transferred to the Arizona Department of Education and added to their Career and Technical Student Organizations in the Career and Technical Education Division. In September, two HOSA State Officers, Amy Kijewski and Michael Servin, attended the first Washington Leadership Academy in Washington DC. They met with representatives in Senator McCain's and Senator Kyle's office advocating for CTE and healthcare for all.

In November, the 2007 Fall Leadership Conference was held at Phoenix College in Phoenix and was attended by 450 students and advisors.

## **2008**

In April, 2008 the Spring Leadership Conference was held at The Hotel Arizona in Tucson. 750 students attended and competed in 55 events. The voting delegates voted to amend their bylaws dividing the state into three regions and adding three regional secondary and post secondary Vice Presidents. New officers were elected.

President - Sheree Cole, Sunrise Mt. HS  
Secondary Vice President - Central Region - Brittany Ebbing, Paradise Valley  
Secondary VP - Northern Region - Nicole Scott, Payson HS  
Secretary - Melissa Camp - Thunderbird HS  
Post Secondary VP - Northern Region - Zachary Sanders NAU  
Post Secondary VP - Central Region - Amy Kijewski, ASU

June 2008 over 200 students and advisors traveled to Dallas TX, to attend the National Leadership Conference. The total AzHOSA membership was 1610 and Arizona was recognized for an 18.7% increase in membership. Tim Siemsen, Volunteer Coordinator from the Pima County Health Department received the first Caduceus Award from National HOSA for his work with the Student Medical Reserve Corp and his contribution nationwide. September, 2008, Brittany Ebbing, Zachary Sanders, Nicole Scott attended the Washington Leadership Academy in Washington DC. They had the honor of meeting with Arizona

Congressman Raúl Grijalva and representatives from several other Congressman offices.

## **2009**

In March, 2009, AzHOSA initiated Online Testing to qualify students for the Spring Leadership Conference. Nearly 1000 students participated in the testing for 14 competitive events. On April 15-17th over 850 HOSA members and advisors, 150 healthcare professional judges and guests attended the 2009 Spring Leadership Conference at the Hotel Arizona, Tucson. All 57 competitive events and recognition events were offered and 1st, 2nd and 3rd place winners were qualified to attend the National Leadership Conference in Nashville, TN. The Voting Delegates elected the 2009-10 State Officers

President - Brittany Ebbing - Paradise Valley HS  
Secretary - Nicole Scott - Payson HS  
Secondary VP - Northern Regions - Aden Ramirez - Bradshaw MT. HS  
Secondary VP - Central Region - Katy-Marie Becker, Thunderbird HS  
Secondary VP - Southern Region - Israel Varela, CAVIT  
Historian - Elizabeth Molina, Sunnyside HS  
Post secondary VP - Southern Region - Erik Gutierrez, CAC

In June, 2009, 201 Arizonan members, advisors and guests boarded a plane and headed to the Opryland Hotel in Nashville, TN for the 2009 NLC. Arizona HOSA received the following recognition:

- Largest Membership Increase in the Nation - 89.7%
- Region 1 Largest State Increase
- HOSA Membership Cup Award
- General State Membership Increase
- Brittany Ebbing - \$2000.00 National HOSA Scholarship Recipient

Adria Laborin, Catalina Magnet HS chosen to sign "God Bless America" and the Secondary and Post Secondary Award Sessions.

Zachary Sanders, CCC, was slated as a national officer candidate for Post Secondary VP. Wenhao Shi, Desert Vista HS, won a \$1000.00 scholarship for placing 1st in the Kaiser Permanente Healthcare Issues Exam. Aden Ramirez, Bradshaw Mt HS and Isaac Cisneros, Agua Fria placed in the top 10% of the nation.

### **Gold Medal Winners**

Jordana Nelson, Page HS, Extemporaneous Health Poster  
Joseph Porter, CAVIT, Interviewing Skills

### **Silver Medal Winners**

Health Education - Lindsey Argonez, Katherine Juarez and Nayeli Torres- CAVIT

### **Bronze Medal Winners**

Community Awareness -Maria Garcia, Adrianna Mariscal and Israel Varela - CAVIT  
Epidemiology - Carlos Ramirez - Pueblo Magnet High School.

Placing in the Top Ten in the nation were

4th Place - Medical Photography- Megan Barber, Thunderbird HS

4th Place - Public Service Announcement - Veronica Bustillos-Magdos, Alyssa Hensley, Melissa Horning, Presley Philbrook and Samantha Williams, Thunderbird

6th Place - Forensic Medicine - Rebecca Katz and Dorothy Kimmerle, Bradshaw Mt

8th Place - Clinical Nursing -Daniel Bail, Thunderbird HS

8th Place - Medical Lab Assisting - Laura Silva, Willow Canyon HS

9th Place - Biotechnology -Patrick McCarty, Pueblo Magnet HS

9th Place - Personal Care -Christopher Leon, Sunnyside HS

9th Place - Epidemiology -Adrian Laborin, Catalina Magnet HS

9th Place -Public Health Emergency Preparedness -Stephanie Padilla and Samaiyah Fullylove, Catalina Magnet

10th Place - Job Seeking Skills -Brittany Ebbing, Paradise Valley HS

Arizona HOSA ended the year with 3055 members.

## **Types of Chapters**

Before you begin, you need to know what type of HOSA chapter you will sponsor. No two HOSA chapters are exactly alike, beginning with the chapter structure. Here are a few examples of different types of HOSA chapters.

### **Comprehensive High School - Single Advisor**

Most HOSA chapters are at traditional high schools with a Health Science program. The teacher serves as the HOSA chapter advisor. All students enrolled in the health science program are chapter members. Students not enrolled in the program who plan to pursue a health career can also join the HOSA chapter.

### **Magnet School or Technical Center – Multiple Advisors**

At the secondary (high school) and postsecondary (college) levels in magnet schools, community colleges, or technical centers, there are often multiple instructors in a variety of programs. An instructor may group all of his/her students as one HOSA chapter. Sometimes, all of the students in a specific program (for example, dental assisting students) may organize under one HOSA chapter with multiple advisors. Sometimes, an entire school may form one HOSA chapter with many different advisors.

### **Off Site Chapter**

A program which is operated at a local community college or JTED can form a HOSA chapter. All you need is a faculty or staff member to serve as the chapter advisor and dues-paying members who plan to pursue a health career. The chapter may also be located at one of the participating schools.

No matter how you organize your HOSA chapter, remember that:

- Each chapter must have a dues-paying chapter advisor.
- Only affiliated HOSA chapters can call themselves “HOSA” or use the online resources available to HOSA members.

## Levels of Membership

When HOSA members join a HOSA chapter, they also join their state association and National HOSA. Some states have an additional level of membership between the local chapter and state level. Membership at all levels is required. There is no HOSA membership at only one level.

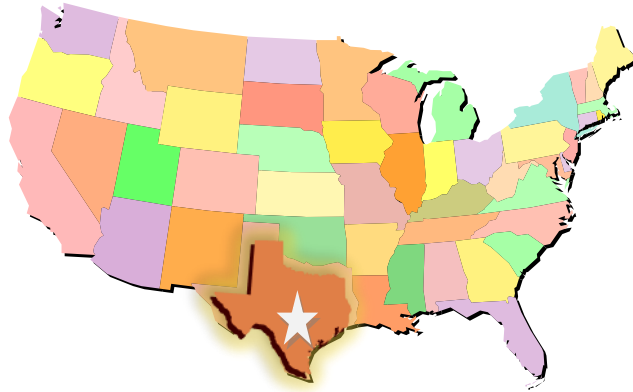
National Level



State Level

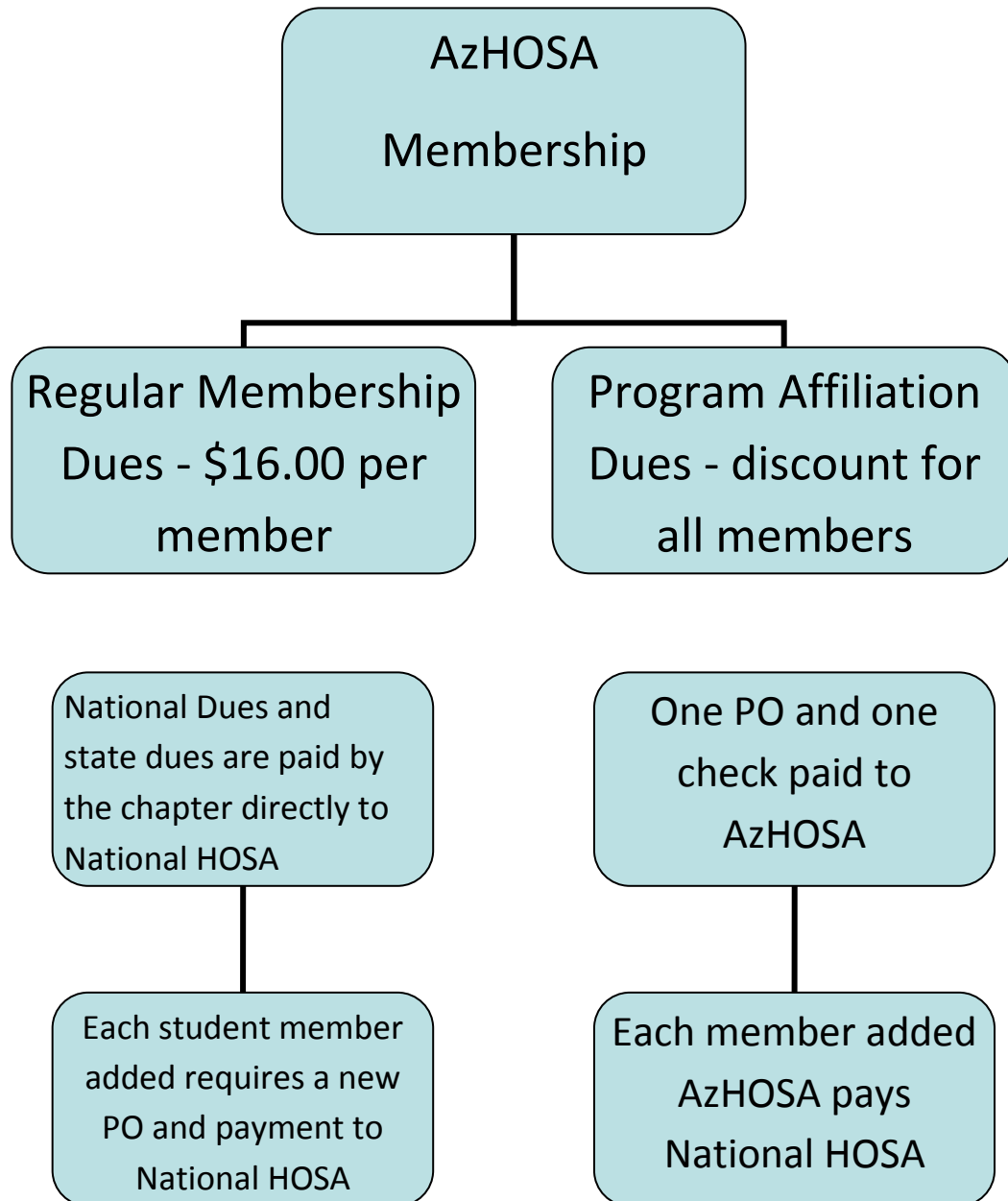


Local Level



HOSA members, including advisors and professional members, pay affiliation fees or dues. State and national affiliation fees can be found on the HOSA website under the “Join HOSA” menu at the top of the home page. Local chapters set their own chapter dues if desired.

# Arizona HOSA Membership Options



## 2009-10 Arizona HOSA State Membership Affiliation Program

Arizona HOSA prepares students for a career in healthcare by providing opportunities to develop the knowledge, skills, professionalism needed to be successful in that career.

The Arizona HOSA State Membership Affiliation Program allows all eligible career and technical students and teachers to effectively integrate HOSA into Nursing Services, Allied Health Services, Bioscience, Dental Assisting, Diagnostic and Intervention Technologies, Mental and Social Health Services and Therapeutic Massage programs.

*For assistance or questions, please contact the Arizona HOSA office at (602) 228-5281 or email [Jane.Shovlin@azed.gov](mailto:Jane.Shovlin@azed.gov)*

### Philosophy of why to affiliate with Arizona HOSA:

- Involvement in HOSA is an integral part of a Nursing Services, Allied Health Services, Bioscience, Dental Assisting, Diagnostic and Intervention Technologies, Mental and Social Health Services and Therapeutic Massage programs and therefore should not be optional
- Participating in Career and Technical Student Organization (CTSO) activities helps students develop additional employability skills that cannot be duplicated at the classroom level.
- Students understand the role and importance of “professional associations” in the healthcare workforce.
- Students receiving education through a complete **Nursing Services, Allied Health Services, Bioscience, Dental Assisting, Diagnostic and Intervention Technologies, Mental and Social Health Services and Therapeutic Massage program** will not only enjoy a well-rounded educational experience that leads to higher career satisfaction rates but will also experience significantly decreased drop-out rates and overall higher grade point averages.
- Teachers have many networking and professional development opportunities at local, state and national levels.
- Students and teachers benefit from curricula, leadership and skill development experiences that enhance the State of Arizona’s, Career and Technical Education Division’s program standards.

### What is the State Membership Affiliation Plan?

The State Membership Affiliation Plan allows students who are enrolled in a Nursing Services, Allied Health Services, Bioscience, Dental Assisting, Diagnostic and Intervention Technologies, Mental and Social Health Services and Therapeutic Massage Program to be eligible for the benefits and opportunities of HOSA as a part of the total program delivery. This plan also focuses on the development of essential employability, participative and attitude development skills as called for in the U.S. Department of Labor’s Secretary’s Commission on Achieving Necessary Skills (SCANS) Report.

Under the State Membership Program Affiliation Plan, all students are HOSA members. All students in a Nursing Services, Allied Health Services, Bioscience, Dental Assisting, Diagnostic and Intervention Technologies, Mental and Social Health Services and Therapeutic Massage Program are simply signed up using a scaled membership affiliation fee.

## **How Does the State Membership Affiliation Program Work?**

For a flat fee, all students in a single Nursing Services, Allied Health Services, Bioscience, Dental Assisting, Diagnostic and Intervention Technologies, Mental and Social Health Services and Therapeutic Massage Program joins HOSA under an agreement and fee based on student enrollment. **Invoices will be e-mailed to you from Arizona HOSA, and all payments need to be mailed to the state office.**

## **What are the Benefits of State Membership Affiliation?**

- **Eliminate dues collection.**

One fee covers all students in a Nursing Services, Allied Health Services, Bioscience, Dental Assisting, Diagnostic and Intervention Technologies, Mental and Social Health Services and Therapeutic Massage Program. Please note that affiliation on the chapter level is designed to eliminate individual dues. As a part of this program, local dues may not be collected. Other fees may be collected by the school under curriculum or activity fees in accordance with local or state policy.

- ***Each State Affiliated HOSA chapter will receive the following curriculum and services:***

- *Chapter visit from the State Advisor or a State officer*
- *Discount on Conference Registration Fees*

- **Participate in quality training**

Arizona HOSA offers premier training for chapter leaders which can be brought back to and utilized in each local program.

## **How is pricing calculated for a State Membership Affiliation Program?**

State Membership Program Affiliation pricing categories are based on the Nursing Services, Allied Health Services, Bioscience, Dental Assisting, Diagnostic and Intervention Technologies, Mental and Social Health Services and Therapeutic Massage Program enrollment submitted by schools during the 2008-09 school year. Your initial affiliation category is determined by your 2008-09 program enrollment numbers your school submitted to the Arizona Department of Education/CTE Division.

If, during the course of the year, your program enrollment number exceeds your current category limit, the school will be invoiced for the difference. The additional charge will be the difference between the current affiliation category fee and the new higher affiliation category fee.

All schools fit within one of the following categories:

<b>Affiliation Category</b>		<b>Dues</b>
1 to	25 Students	\$352
26 to	50 Students	\$704
51 to	75 Students	\$1,056
76 to	100 Students	\$1,408
101 to	125 Students	\$1,760
126 to	150 Students	\$2,112
151 to	175 Students	\$2,464
176 to	200 Students	\$2,816
201 to	225 Students	\$3,168
226 to	250 Students	\$3,520
251 to	275 Students	\$3,872
276 to	300 Students	\$4,224
301 to	325 Students	\$4,576
326 to	350 Students	\$4,928
351 to	375 Students	\$5,280
376 to	400 Students	\$5,632
401 to	425 Students	\$5,984
426 to	450 Students	\$6,336
451 to	475 Students	\$6,688
476 to	500 Students	\$7,040
501 to	525 Students	\$7,392
526 to	550 Students	\$7,744
551 to	575 Students	\$8,096
576 to	600 Students	\$8,448

**Included in the Program Affiliation fee are:**

- ◇ All student's membership in the State and National HOSA Organization
- ◇ Advisor membership in State and National HOSA Organization

**What is required to sign up for the State Membership affiliation Plan?**

- **Fill out and submit the affiliation contract.** Upon receipt of the affiliation contract, an invoice will be issued for the appropriate amount
- **Logon to [www.hosa.org](http://www.hosa.org) website and enter all student names and information.** You will need to know your chapter ID number and password in order to affiliate. If you are a new chapter you will need to contact the HOSA State Advisor for a chapter ID and password.
- **Submit all necessary forms and maintain current financial standing.** All Advisors must fill out and turn in the following forms
  - Chapter Registration Form
  - Advisor's Statement of Assurance Form
  - Advisor Code of Conduct
  - Chapter Bylaws
  - Program of Work

All students who attend any HOSA events must also complete a HOSA Code of Conduct and a Medical Liability form. In addition prompt payment for this and other fees incurred throughout the year is also requisite of any chapter choosing to affiliate.

# 2009-10 Arizona HOSA State Membership Affiliation Contract

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

Advisor \_\_\_\_\_

Signatures below indicate that parties involved have an understanding of monetary obligations, timelines and expectations associated with affiliation.

Advisor Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

School Principal signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

Program Name \_\_\_\_\_

Name of Courses in Sequence \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Program Affiliation (per fee schedule) \_\_\_\_\_ = \_\_\_\_\_

**Total Amount Due =**      \$ \_\_\_\_\_

Make check out to "Arizona HOSA"

Return this form by September 29, 2009 to:

**Arizona HOSA**

**1535 West Jefferson-Bin #42**

**Phoenix, Arizona 85007**

Phone: 602-228-5281

Fax: 602-364-4035



## How HOSA Benefits Students

HOSA is a 100% health-care student organization giving students an opportunity to meet and socialize with other students who have a shared interest.

Nearly 117,000 career-minded healthcare students have been attracted to HOSA and its mission since 1976, experiencing HOSA's unique program of leadership development, motivation and recognition. There are over 2,800 HOSA chapters, and students who have completed high school may continue their involvement in postsecondary chapters and through alumni division activities.

HOSA members are proud to belong to one of the ten (10) national career and technical student organizations recognized by the U.S. Department of Education and the only career and technical student organization endorsed by the Health Science Technology Education Division of the Association for Career and Technical Education.

Just as laboratories in science classes allow students to put theory into practice, the HOSA lab lets members test their personal and leadership skills in real life. HOSA members have the opportunity to participate and/or compete in area, state and national leadership conferences. Motivated students polish their skills and receive a sense of self accomplishment as well as recognition.

Research studies have shown clearly that leadership experiences in high school and college predict later leadership in adult business and social activities. And leadership experiences in organizations such as HOSA relate more closely to adult success than does academic achievement. Through those leadership experiences, HOSA provides students with opportunities to become the best they can be as they pursue rewarding and challenging careers in the vital health professions.

HOSA provides opportunities for the student to make a well informed career choice among the many health occupations, which in turn aides the students in making a more realistic career goal. Students who are exposed to the health field in high school also tend to understand the need to be flexible for inevitable career changes.

HOSA provides leadership development by developing character and promoting responsible citizenship. Students develop an understanding of current health care issues and an awareness of environmental concerns through competition and classroom academics.

HOSA members are eligible for additional scholarship opportunities.

HOSA members have an opportunity to meet outstanding leaders in the health professions and attend educational seminars specific for HOSA members.

HOSA helps students learn basic survival skills such as time management and working with a group or team.

HOSA activities are geared to help students build self-esteem.

HOSA activities give students opportunity to improve communication skills.

## Steps for Starting a HOSA Chapter

Now that you've decided to sponsor a HOSA chapter, there are a few necessary steps you need to take to get started.

1

If this is a new chapter, contact the AzHOSA State Advisor and indicate your interest in affiliating a HOSA chapter. The state advisor will direct you to [www.azhosa.org](http://www.azhosa.org). There you will find the forms required to submit to register your chapter. If this is a new chapter at a school or college, be sure you have the proper authorization from administration to have a HOSA chapter.

2

Once your forms are completed and received by the state advisor, you will receive your Chapter number and password. Using the Online Membership Instructions, enter the names of those students that have indicated that they want to join the HOSA chapter. You will need their name, address and e-mail when you register them for HOSA online. It is highly advised that all students become members of HOSA as it is important to integrate HOSA into the classroom so all students can take advantage. It is important to give students a deadline for paying their dues and affiliate those members who paid. You can submit a supplemental application to submit those members paying after the deadline.

3

It's as easy as 1, 2, 3, and you have a HOSA chapter. If you came to a program that already has a HOSA chapter, your next steps will involve learning about the HOSA chapter from last year's members. Most existing chapters have chapter officers, which is an excellent place to start. They should share with you the history of the HOSA chapter and their expectations for the coming year.

If you are starting a new HOSA chapter, you should review the information on the following pages entitled: "Organizing a New HOSA Chapter."

## Organizing a *NEW* HOSA Chapter

If you are starting a new HOSA chapter, you have a wonderful opportunity to create an exceptional student organization.

**The good news is**....you can lead the chapter in a direction that clearly supports the purpose of HOSA.

**FIRST – GET APPROVAL.** Make sure you follow the rules of your institution and get the support of your administrators. This may include asking a professional colleague to serve as a co-sponsor of your HOSA chapter.

**SECOND – DEVELOP INTEREST.** Tell your students about the purpose of HOSA, and refer them to the HOSA website for more information. Give them an assignment to surf the HOSA website and then suggest ideas for their HOSA chapter. Begin explaining the importance of a being a member of an organization such as HOSA. Most students today are very computer literate and will find this an easy assignment.

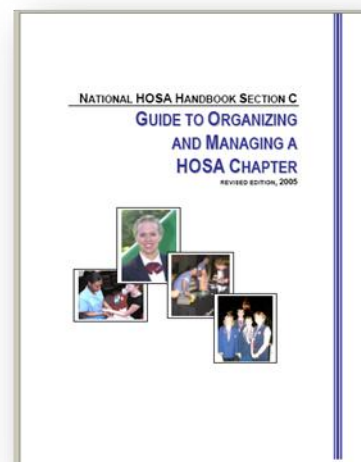
**THIRD – HAVE A START-UP PLAN.** One option would be to have interested students choose a planning committee to put together the pieces such as:

- Constitution and bylaws
- Plan for electing officers

**FOURTH – EMPOWER THE STUDENTS TO LEAD.** Students need encouragement, guidance, and responsibility. If you let them know what they need to do, they will get it done. Your job is to give them a helping hand to get them started and guide them along the way.

**FIFTH – AFFILIATE.** Choose a membership plan, collect dues and complete your online chapter affiliation. Your students are not HOSA members unless they pay their dues and are properly affiliated.

**FINALLY – GIVE THEM THE RULE BOOK.** The best resource for organizing a HOSA chapter is the HOSA Handbook Section C, which can be found on the HOSA website at <http://www.hosa.org/natorg/SectionC.pdf> This is an excellent resource for everything HOSA members need to know to lead a HOSA chapter.



## Chapter Advisor Job Description



This list includes a number of tasks and responsibilities often performed by HOSA chapter advisors.

1. Help the students to establish a Program of Work, which is a list of activities, projects and events for the year.
2. Acquaint students and parents with HOSA and identify the individual rewards gained through its instructional activities.
3. Assist officers in carrying out their responsibilities, supervise committee activities, provide time for business and program meetings in which students assume responsibility, and expedite the practice of good parliamentary procedure at all times.
4. Oversee the ceremonial functions, such as installation of local Chapter officers.
5. Initiate competitive events, emphasizing good sportsmanship, while assisting students to evaluate their own progress.
6. Encourage students to attend functions open to them and supervise them during attendance.
7. Encourage fund-raising activities and supervise the financial aspect.
8. Monitor, revise, and constructively critique all reports (Secretary, Treasurer, committees, etc.).
9. Encourage capable members to seek local, state, and national offices.
10. Assist students in preparing for leadership activities and competitive events and coordinate other forms of student recognition.
11. Encourage Chapter participation in district, state, regional, and national conferences.

## **Chapter Advisor Job Description** *(continued)*

12. Identify contacts with members of the professional community relative to the student organization.
13. Suggest resources--people, places, and materials to finance and implement the Program of Work.
14. Inform the school administration, faculty, students, parents, career and technical educational advisory council, and the community, as well as state and national offices, of the Chapter's achievements.

## **HOSA Program of Work**

### **WHAT?**

A program of work is a written outline of the activities an organization plans to accomplish during the year.

### **WHY?**

The Program of work should relate to the mission and goals of HOSA and meet the educational objectives of the Health Science clusters. A well-balanced Program of Work involves members in a variety of experiences designed to meet their needs, as well as the needs of the organization, local chapters, and the community.

### **HOW?**

As the program of work is initiated by members, it is important to have buy-in from the start of your members. Remember things may be added and removed as the year goes on, but a program of work gives your group an outline of the things they would like to accomplish.

### **WHEN?**

At the beginning of the school year, each chapter needs to develop a Program of Work and submit it to the state office by September 29, 2009.

## The Program of Work

The Program of Work is a plan of activities for the year. Most chapters will have a planning meeting at the beginning of the school year to plan out their chapter events for the year. A Program of Work might look something like this.

<p style="text-align: center;"><b>September</b></p> <ul style="list-style-type: none"> <li>• Officer installation</li> <li>• Develop Plan of Work to determine what activities the chapter will be involved (especially Recognition Events)</li> <li>• Attend regional (or State) HOSA Fall Leadership Workshop</li> </ul>	<p style="text-align: center;"><b>October</b></p> <ul style="list-style-type: none"> <li>• Float in homecoming parade</li> <li>• Guest speaker at chapter meeting</li> </ul>	<p style="text-align: center;"><b>November</b></p> <ul style="list-style-type: none"> <li>• Sponsor a family at Thanksgiving</li> <li>• Donate food to health department food drive</li> </ul>
<p style="text-align: center;"><b>December</b></p> <ul style="list-style-type: none"> <li>• Toys for Tots collection</li> <li>• Visit nursing home</li> </ul>	<p style="text-align: center;"><b>January</b></p> <ul style="list-style-type: none"> <li>• Bloodmobile</li> <li>• Fundraising for HOSA National Service Project</li> </ul>	<p style="text-align: center;"><b>February</b></p> <ul style="list-style-type: none"> <li>• Regional Conference – Competitive events</li> <li>• Guest speaker at chapter meeting</li> </ul>
<p style="text-align: center;"><b>March</b></p> <ul style="list-style-type: none"> <li>• BBQ dinner fundraiser for State Conference</li> <li>• School clean-up day with other CTSO members</li> <li>• Local CE practice event with local healthcare professionals</li> </ul>	<p style="text-align: center;"><b>April</b></p> <ul style="list-style-type: none"> <li>• HOSA State Conference</li> </ul>	<p style="text-align: center;"><b>May</b></p> <ul style="list-style-type: none"> <li>• School board recognition of state winners</li> <li>• Appreciation activity for health industry partners</li> <li>• Election of new Officers</li> </ul>

## **June- Attend the National Leadership Conference**

The HOSA Handbook, Section C, goes into more detail about developing a Program of Work. Important keys to keep in mind are:

- It doesn't need to be elaborate.
- Activities can be added or revised during the year.
- HOSA student members should take ownership of the Program of Work.



## Advisor Scavenger Hunt

Go to the HOSA website-<http://www.hosa.org>

1. Click on Advisor Services  
Click on State Advisor

What is the name and phone number of your State advisor?

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2. Click on Advisor Services  
Click on Lesson Plans

Which of the lesson plans do you think you could possibly use?

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3. Click on National Conference

Where is the National conference scheduled to be held in 2010?

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4. Click on Members Services  
Click on Competitive Events

Look at one (1) competitive event under each of the event categories.  
Which ones strike you as something you would like to try?

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5. Click on Member Services  
Click on Student Membership Handbook

Look at the Competitive Event Synopsis pages 10-12.  
Are there any additional competitive events you would like to try?

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6. Click on E-Magazine  
Click on Advisors Corner  
Click on Advisor Tips-Read (good information)

7. Click on Search HOSA  
Type in HOSA Bowl  
Note there are pages of information for you and students to utilize

Click on test on page 2 or HOSA history (student study material)  
Search again  
Type in Medical Term  
Note the pages of materials to help students with competition

## Student Scavenger Hunt

Go to the HOSA website-<http://www.hosa.org>

1. Click on State Affiliates  
Click on your State

What is the name and phone number of your State advisor?

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2. Click on Member Services  
Click on HOSA State Leadership Conference.

What city is your state conference going to be next spring?

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3. Click on National Conference

Where is the National conference scheduled to be held in 2010?

---

4. Click on Member Services  
Click on Competitive Events

Look at one (1) competitive event under each of the event categories.  
Which ones strike you as something you would like to try?

---

5. Click on Member Services  
Click on Student Membership Handbook  
Look at the Competitive Event Synopsis pages 10-12.

Are there any additional competitive events you would like to try?

---

6. Click on E-Magazine  
Click on Leadership  
Click on HOSA Icebreaker. (This could be used at the Fall Leadership Conference or at one of our first HOSA meetings.)

7. Click on Search HOSA  
Type in HOSA Bowl  
Note there are pages of information for you to utilize.

Click on the test on page 2 or HOSA history (student study material).

Search again.  
Type in Medical Term  
Note pages of materials to help students with competitions.

8. Click on HOSA Media  
Click on HOSA 2008 Promo

List two (2) things that you learned about HOSA that you did not already know:

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9. Click on National HOSA  
Click on Resources

Does the competitive event you previously looked at have any suggested materials? \_\_\_\_\_

10. On the HOME Page for HOSA what is the National Theme for this year?

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11. On the HOME Page for HOSA what is the National Service Project and where can you get more information on the project?

---

12. Click on Member Services  
Click Student Leadership Handbook

Refer to page 6 of the handbook for the benefits of becoming a HOSA member. What benefits do you think HOSA can provide you?

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## **HOSA Officers**

### **DUTIES OF CHAPTER OFFICERS**

#### **President:**

- Conduct meetings according to chapter bylaws and standing rules
- Take the leadership role when working with officers and members
- Develop Program of Work and coordinate activities with chapter advisor
- Keep chapter meetings and activities on task
- Appoint committees and serve as an ex-officio member

#### **Vice President:**

- Assist the president in all leadership functions
- Preside over chapter activities in the absence of the president
- Assume the duties of president should the office be vacated
- Coordinate all committee work

#### **Secretary:**

- Prepare the minutes of meetings, chapter correspondence and reports
- Help develop meeting agendas with the president
- Record the roll at all chapter meetings
- Work with the treasurer in maintaining membership data
- Read minutes and communications at chapter meetings

#### **Treasurer:**

- Maintain efficient management and documentation of chapter funds
- Help collect state and national HOSA dues
- Keep financial records neat and accurate
- Assist in preparing the chapter budget

**Historian:**

- Maintain a history of local HOSA chapter activities throughout the year, they may want to save this in a notebook or make a slide show
- Compile the local chapter's Outstanding HOSA Chapter book
- Present the Outstanding HOSA Chapter book at Competition

**Reporter:**

- Maintain written records of chapter successes and achievements
- Submit articles to local newspapers, state and national HOSA
- Coordinate the publication of chapter newsletters
- Submit chapter newsletter in the National HOSA Chapter Newsletter event

**Some chapters also elect a:****Parliamentarian:**

- Watches over meeting and enforces the use of correct parliamentary procedure

**Sergeant at Arms:**

- Helps to maintain order (not that anything in a HOSA meeting is likely to get out of order)

**Classroom representative** (replaces the reporter; one per classroom):

- Helps to keep members informed

## Officer Installation

You will want to get officers elected and installed as soon as possible. Your officers should take work load off of you (remember HOSA is a student-led organization, you are there to advise and help out, not to do all the work). Installation should occur at one of your HOSA meetings. You can find the official installation ceremony at the National HOSA website [http://www.hosa.org/natorg/hosa\\_installation\\_ceremony.pdf](http://www.hosa.org/natorg/hosa_installation_ceremony.pdf) or use one that is not so official, but more of the lighter such as the one below used by a clever instructor from Texas :



## **Team Building and Leadership**

A big part of HOSA is helping students to realize and reach their leadership ability and what a good team member looks like.

### **Characteristics of Effective Teams**

1. a clear goal
2. a focus on achieving results
3. a plan for reaching the goal
4. commitment to the goal
5. competent members
6. decision by consensus
7. diversity among team members
8. effective communication skills
9. high standards of excellence
10. informal climate
11. openness to new ideas
12. periodic self-assessment
13. recognition for team accomplishments
14. shared leadership
15. sufficient resources

## Teaming Skills

Some guidelines to help your newly formed group are as follows.

### Team Meetings

- Set the agenda by defining goals and desired outcomes
- Keep the meeting on task
- Brainstorm ideas
- Resolve differences by consensus
- Assign follow-up tasks and items
- Evaluate the session and end on time

### Brainstorming to Generate Ideas

- Define the problem/task
- Document ideas
- Set ground rules
  1. Treat all participants with respect
  2. All ideas have value
  3. No debate or discussion of ideas

### Reaching Consensus

Consensus is a decision in which *everyone* participates and *everyone* can live with and support.

- Develop criteria for the decision
- Find areas of common agreement
- Develop a consensus proposal
- Ask for a show of consensus

## Conflict is Okay if Managed

- Conflict is essential to critical thinking because members must feel the freedom to differ
- Manage constructively
  1. Use ground rules
  2. Acknowledge difference as they occur
  3. Look for common ground and identify alternatives
  4. Resolve quickly by consensus

## Team-Building Process

The **Forming – Storming – Norming – Performing - Adjourning** model of group development was first proposed by Bruce Tuckman in 1965, who maintained that these phases are all necessary and inevitable in order for the team to grow, to face up to challenges, to tackle problems, to find solutions, to plan work, and to deliver results. This model has become the basis for group development and team dynamics.

- **Forming.** Members of the chapter meet and learn about the opportunity and challenges, and then agree on goals and begin to tackle the tasks.
- **Storming.** Every group will then enter the *storming* stage in which different ideas compete for consideration. The members address issues such as what problems they are really supposed to solve, how they will function independently and together and what leadership model they will accept. Team members open up to each other and confront each other's ideas and perspectives.
- **Norming.** Team members adjust their behavior to each other as they develop work habits that make teamwork seem more natural and fluid. Team members often work through this stage by agreeing on rules, values, professional behavior, shared methods, working tools and even taboos. During this phase, team members begin to trust each other. Motivation increases as the team gets more acquainted with the project.
- **Performing.** High-performing teams are able to function as a unit as they find ways to get the job done smoothly and effectively without inappropriate conflict or the need for external supervision. By this time they are motivated and knowledgeable. The team members are now competent, autonomous and able to handle the decision-making process without supervision. Dissent is expected and allowed as long as it is channeled through means acceptable to the team.
- **Adjourning.** Members celebrate accomplishments and the team breaks up.

## Leadership and Team Building Activities

An incredible and free site that has hundreds of team building and ice breaker activities can be found at <http://wilderdom.com> . The team building activities are designed to help groups develop effective communication and problem-solving skills. Spending some time building your chapter with activities will promote a closer and more functional group, not to mention students have fun while doing them.

As a new advisor, it is important to spend some time getting to know your students. These activities can be used in the classroom or after school at HOSA meetings.

Why use icebreakers?

- create a positive group atmosphere
- help people to relax
- break down social barriers
- energize and motivate
- help people to think outside the box
- help people to get to know one another

A quick ice breaker found at the site includes:

## Two Truths and a Lie

### Brief Description

People write down two truths about themselves and a lie. Then introduce the three "facts" to the rest of the group who tries to guess which one is a lie.

- A different kind of get-to-know-you activity which engages and challenges each group member in a fun way
- Particularly useful as an icebreaker, e.g. can be used as an opener for a workshop/conference.
- For large groups (e.g., 30+), it is best to split into smaller group sizes.
- Hand out cards or paper and pens (or if participants bring their own, that's fine)
- Explain that in this activity each person will write two truths and a lie about him/her and then we will try to guess each other's lie. The goal is to: a) convince others that your lie is truth (and that one of your truths is the lie) and b) to correctly guess other people's lies.
- Allow approx. ~5+ minutes for writing 2 truths & a lie - this isn't easy for a lot of people - there will some scribbling out, etc. The slower people will probably need to be urged along to "put anything you can think of" down. Allocate 5-8 minutes, but you will probably need to urge people along.
- Announce that we will now walk around and chat with one another, like a cocktail party, and ask about each other's truths and lies. The goal is to quiz each person about each statement to determine which is true and which is lie, while persuading other people into believing your own lie is a truth. At the end we will cast our votes and find out the truth.
- Emphasize that people should not reveal their lie, even if it seems others might have guessed.
- Allow min. 10-15 minutes of conversation time.
- Gather together in a circle. Start with one person who reads their three statements aloud (to remind everyone). Then read the statements again, stopping to allow a vote for each one. e.g., "I am Turkish. Who thinks that is a lie? [Vote] I am vegetarian. Who thinks that is a lie? [Vote] I have a metal pin in my right leg. Who thinks that is a lie? [Vote]. OK, my lie was "I am vegetarian."
- The facilitator will need to help each person out, especially initially until the basic format is understood. The facilitator may add drama and reinforcement, etc. for correct guesses, tricky statements, etc.
- The exercise can be run competitively, e.g., count up how many correct guesses of other people's lies and take away the number of people who correctly guesses your own lie. Highest score wins (honesty counts!).

### Equipment

Paper, pens

### Time

15-20 minutes

Another activity that students enjoy doing together and proves that more than one head is better is the **Candy Quiz**

## Candy Quiz

Fill in the candy names for the following hints:

1. LITTLE HILLS OF DIRT \_\_\_\_\_
2. AN AUTHOR'S NAME \_\_\_\_\_
3. A FAMOUS STREET \_\_\_\_\_
4. MOST EVERY FRIDAY NIGHT \_\_\_\_\_
5. SOME JOLLY FELLOWS \_\_\_\_\_
6. A NUT AND HAPPINESS \_\_\_\_\_
7. WHAT BEES MAKE \_\_\_\_\_
8. A GREASY ONE OF FIVE \_\_\_\_\_
9. A FAMOUS BALL PLAYER \_\_\_\_\_
10. A PLANET \_\_\_\_\_
12. A HEAVENLY BODY \_\_\_\_\_
13. A BABY'S MEAL AND A BOMB  
THAT DOESN'T WORK \_\_\_\_\_
14. 1/10 OF \$1,000,000 \_\_\_\_\_
15. THE FREEZING POINT OF  
WATER (CELSIUS) \_\_\_\_\_
16. THE SAME 2 CONSONANTS \_\_\_\_\_
17. A GIGGLE \_\_\_\_\_
18. HELP WITH DROWNING \_\_\_\_\_
19. A SOUR DRIP \_\_\_\_\_
20. TWO FEMALE PRONOUNS \_\_\_\_\_
21. AN ANNUAL EVENT IN BOSTON \_\_\_\_\_
22. A LIGHT IN THE SKY THAT POPS \_\_\_\_\_
23. A PLACE WHERE MONEY IS MADE \_\_\_\_\_
24. FAT, LUMPY \_\_\_\_\_

## Candy Quiz Answer Key

- |   |                        |
|---|------------------------|
| 1. LITTLE HILLS OF DIRT                           | Mounds                 |
| 2. AN AUTHOR'S NAME                               | O'Henry                |
| 3. A FAMOUS STREET                                | 5 <sup>th</sup> Avenue |
| 4. MOST EVERY FRIDAY NIGHT                        | Pay Day                |
| 5. SOME JOLLY FELLOWS                             | 3 Musketeers           |
| 6. A NUT AND HAPPINESS                            | Almond Joy             |
| 7. WHAT BEES MAKE                                 | Bit of Honey           |
| 8. A GREASY ONE OF FIVE                           | Butterfinger           |
| 9. A FAMOUS BALL PLAYER                           | Babe Ruth              |
| 10. A PLANET                                      | Mars                   |
| 12. A HEAVENLY BODY                               | Milky Way              |
| 13. A BABY'S MEAL AND A BOMB<br>THAT DOESN'T WORK | Milk Dud               |
| 14. 1/10 OF \$1,000,000                           | 100,000 Bar            |
| 15. THE FREEZING POINT OF<br>WATER (CELSIUS)      | Zero                   |
| 16. THE SAME 2 CONSONANTS                         | M&M                    |
| 17. A GIGGLE                                      | Snickers               |
| 18. HELP WITH DROWNING                            | Life Saver             |
| 19. A SOUR DRIP                                   | Lemon Drops            |
| 20. TWO FEMALE PRONOUNS                           | Her-she-y              |
| 21. AN ANNUAL EVENT IN BOSTON                     | Marathon               |
| 22. A LIGHT IN THE SKY THAT POPS                  | Starburst              |
| 23. A PLACE WHERE MONEY IS MADE                   | Mint                   |
| 24. FAT, LUMPY                                    | Big Hunk               |

## Human Rope

The purpose of this activity is to promote teamwork. The game never turns out the same, so any participants that state that they already know how to do it should be encouraged to join in the fun.

Instruct all members of the group from (6-16 people) to place their hands in the middle of the circle and to grab the hand of another member. It should not be the hands of someone next to them. Then instruct the group to untie the human knot without letting go hands and to form a circle.

Did they work as a team?

Did someone immediately take charge?

Discuss what was hard and what was easy?

If the team decides to do it again...how did it turn out differently?

## Shape It / Form It

### Equipment:

- Blindfolds for most all of the participants.
- A long rope or a really long extension cord that is connected.

**Purpose:** Group to practice their verbal skills and teamwork

**Goal:** For student to form a shape with the rope by communicating verbally while blindfolded.

### Rules:

1. Instruct students to spread themselves out.
2. Each student should be holding onto a section of the rope.
3. Students should then lay down the rope and put on their blindfolds.
4. Student then needs to pick up the rope in front of them.
5. Instruct the group to form a shape such as a triangle, square, star, horseshoe, rectangle, etc.
6. When the group thinks that they have formed the shape correctly have the students lay the rope on the floor, step back and remove the blindfold and observe the results.
7. Discuss how the team worked together, who took charge...did everybody agree with the plan?

### Shape It and Form It

The purpose of this activity is for members of the group to practice their verbal communication skills and teamwork. To do this activity you will need blind folds for all of the members. You will also need a long rope or you could use a really long extension cord that is connected in a circle. Instruct the students to put the blindfolds on. Then instruct students to pick up the rope and hold it in their hands. Then tell the group the shape that they are trying to form, for example, a triangle, a square, a star, rectangle, a horseshoe, etc. When the group thinks they have formed the shape correctly, have student remove blindfolds and look at the results for themselves. Discuss how the team worked together, who took charge...did the others agree with the plan? To change the game, you may want to have a couple of the students participate without wearing blindfolds so they can see what is going on but they are muted and cannot tell anyone else what is going on.

## Trust Walk

**Equipment:** Blindfolds for the team members.  
Obstacle course of some kind which can be chairs, trees, poles, etc.

**Purpose:**

- For students to gain experience in the use of their verbal skills
- For students to gain experience in being a leader of a group
- For students to gain trust in leaders

**Goal:**

For the leader to take students blindfolded on a walk through an obstacle course of some kind using only their verbal communication skills.

**Rules:**

1. Students need to form a straight line.
2. Students need to place blindfolds over eyes.
3. Select one student to act as leader (you can pick anyone, but you may want to pick one of the really quiet students).
4. The student who acts as leader will remove his/her blindfold.
5. Students in line should hold onto the shoulder of the student in front of them.
6. Then have the leader follow you through an obstacle course with the leader verbally calling out directions for the student to follow...students further down the line should also be giving those same directions to the people behind them for safety purposes.
7. At the end of the walk discuss what the leader did well and what the leader could possibly improve on with their verbal skills to have made it easier for the group.
8. Discuss with the group how it felt to be blinded and having to trust this person as the leader.
9. At any time during the walk you may mute another member if they seem to be taking over.

## Trust Walk

This activity can be done either outdoors or indoors. To do this activity, you need blindfolds for most of the members of the group. The purpose of this activity is for students to gain experience in the use of their verbal skills. Instruct students to form a single line and to put blindfolds on. Feel free to change who is the leader and to rearrange the line. Then allow the person who is at the beginning of the line to follow you on walking through an obstacle course. Students in the line should have their hands on the person's shoulders in front of them for the remainder of the walk and may call out instruction that were given to them to those behind them. This can be a real boost in the leader self-esteem to see the others trusting them as a leader. At the end of the walk, discuss what the leader did well and what they could possibly improve on to have made it easier for their group. If time allows, change leaders. At any time during the walk, you may mute another member if they seem to be taking over.

## Bingo

You may want to use a the old game of **BINGO** and students go around meeting each other and signing off on the blanks that describe something about themselves.

Find the Bingo game on the next page of this Handbook.

# BINGO GAME

<b>Someone who always smiles</b>	<b>Someone with 3 brothers</b>	<b>Someone with blonde hair at least 12 inches long</b>	<b>Someone who owns a motorcycle</b>
<b>Someone who owns a dog</b>	<b>Someone who is wearing contact lenses</b>	<b>Someone who hates jogging</b>	<b>Someone who owns a horse</b>
<b>An amateur photographer</b>	<b>Sign your own name</b>	<b>Someone who got a haircut last week</b>	<b>Someone who has worked with youth for over 5 years.</b>
<b>Someone who has been to Canada</b>	<b>Someone who went to youth camp</b>	<b>Someone who owns a pet boa constrictor</b>	<b>Someone wearing hoop earrings</b>
<b>Someone who uses Colgate</b>	<b>Someone who weighs under 100 pounds</b>	<b>Someone who plays football</b>	<b>Someone who ate at Burger King last week</b>

## Competitive Events

Up until this point, our focus has been primarily on the local HOSA chapter. Every person who plans to pursue a health career and joins HOSA should experience the benefits of HOSA membership at the local level. Those benefits include:

- Service learning opportunities (community service)
- Networking with area healthcare professionals
- Leadership
- Responsibility
- Positive affiliation (as the member of a peer group)

Some chapters focus most of their energies at the local level and provide a very meaningful experience for chapter members.

Some chapters participate in regional (area), state and national conferences and competitions in order to further their knowledge and understanding of the health professions. For those chapters, HOSA offers the National HOSA Competitive Events Program.

The venues for the competitive events program include a series of leadership conferences. A very active HOSA chapter will have student members involved in various levels of competitive events. Students who qualify (win) can compete at their state leadership conference. Each state association is allowed to enter the top three winners in all events, except the Recognition Events, for the HOSA National Leadership Conference (NLC) that is held every June in a different city across the United States. (See [HOSA Handbook](#), Section B, Rules and Regulations, to learn more about competition opportunities for Recognition Events.)

### ***HOSA Competitive Events – An Overview***

- There are currently 57 different HOSA competitive events. Most events have secondary (high school) and postsecondary/collegiate divisions.
- All of the events are designed to prepare students to successfully pursue a health career.
- All of the events are an extension of what is taught in the health science classroom.
- The instructions for all competitive events are found in the event guidelines which are in the HOSA Handbook, Section B, or <http://www.hosa.org/natorg/sectb/index.html> on the HOSA website.

## ***HOSA Competitive Events – In the Classroom***

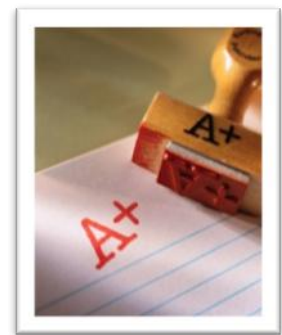
A classroom teacher and HOSA advisor can use the events as instructional tools in the classroom. For example, a teacher might ask students who are learning about legal and ethical responsibilities to write an essay on the value of ethics in the health professions, and grade the essay using the Extemporaneous Writing rating sheet. (Educators call them rubrics.)

Or, a teacher whose student wants to be a veterinarian can give the student the Veterinary Assisting guidelines and have the student volunteer at an animal clinic, learning the skills and preparing for competition. At the same time, the student figures out if he/she really wants to be a veterinarian, and prepares to succeed in pursuing a veterinary career.

Examples of how teachers use HOSA in the classroom are numerous and can be found at <http://www.hosa.org/natorg/hoeguide/introcon.html>. The point is, HOSA competitive events program is first and foremost about health science learning and preparing for a health career.

## ***HOSA Competitive Events – A Motivational Tool***

The opportunity to compete against other students from rival schools and states can be motivating for many students. In order to be successful in competitive events, most students must spend hours upon hours outside of the classroom – studying, practicing and learning. And that translates into future academic and career success!



## ***HOSA Competitive Events – Levels of Competition***

Some states have regional (area) conferences. You will need to check with your state advisor to determine the process in your state. All states have state leadership conferences in the spring. State winners qualify for the HOSA National Leadership Conference in June.

## ***HOSA Competitive Events – Getting Started***

For many HOSA members, the National HOSA Competitive Events program is the marquee event. In order for students to be successful in competitive events, THEY need to read the directions, follow the rules, and do their best.

As the chapter advisor, you are responsible for knowing the requirements and deadlines for conference registration and for making the appropriate travel arrangements. Your HOSA members are responsible for their success in an event, and for knowing and following the rules.

All HOSA event guidelines (the rules) are available online at <http://www.hosa.org/natorg/sectb/index.html>. There are no secrets or tricks for success in competitive events, other than:

- 1. Follow the guidelines.**
- 2. Practice, practice, practice.**

As a new advisor, we encourage you to read and become very familiar with the HOSA Handbook, Section B. This Handbook contains the rules for competition and you must know the rules so you will be able to effectively advise your students and for you to discover the wonderful learning resources you have for use in the classroom.

**HOSA competitive events give advisors an opportunity to help HOSA members learn how to compete and survive the outcome. For many, the experience of traveling to state and national competition and meeting new people with similar career goals transcends the classroom experience. For the advisor, it's another opportunity to make a positive difference in the life of a student.**

- 3. Remember: Students who cannot travel to state and national competition can still benefit from HOSA assignments.**

## **Alternate Assignment for HOSA**

You must complete one of the following four sections by the date of the HOSA competition. The work must be submitted typed, double spaced in a size 12 font Times New Roman.

### **Section A:**

#### **Topic: Teenage Obesity**

Write a 5-page paper on the effects of teenage obesity including:

- Prevalence
- Causes
- Possible ways to encourage teens to lose weight/exercise
- Opinions about gastric bypass surgery

On the 6<sup>th</sup> page include your references which must include 5 different sources.

### **Section B:**

#### **Topic: The sale or restriction of junk food in high schools**

Write a 5-page paper on the pros and cons of the sale and restriction of junk food in high schools including:

- Ramifications
- Benefits
- Your opinion on this issue

On the 6<sup>th</sup> page include your references which must include 5 different sources.

### **Section C:**

#### **Topic: Infectious Diseases**

Write a 5-page paper on West Nile Virus, Hepatitis C or SARS including:

- Pathophysiology
- Diagnosis
- Prognosis
- Prevention
- Spread of Disease

On the 6<sup>th</sup> page include your references which must include 5 different sources.

### **Section D:**

#### **Topic: Creative Writing**

Create 5 pages of poetry, short stories, etc. that involve medicine, health issues, careers, stress, etc. If you are unsure about the acceptability of the topic, check with your teacher.

# NATIONAL COMPETITIVE EVENTS

## **Health Science Events**

Dental Spelling  
Dental Terminology  
Medical Spelling  
Medical Terminology  
Medical Math  
Knowledge Tests:  
Human Growth & Development  
Nutrition  
Concepts of Healthcare  
Pathophysiology  
Pharmacology

## **Health Professions Events**

Administrative Medical Assisting  
Biotechnology  
Clinical Specialty  
Clinical Nursing  
Dental Assisting  
Home Health Aide  
Medical Assisting-Clinical  
Medical Laboratory Assisting  
Nursing Assisting  
Personal Care\*  
Physical Therapy  
Sports Medicine  
Veterinary Assisting

## **Emergency Preparedness Events**

CERT Skills  
CPR/First Aid  
Emergency Medical Technician  
First Aid/Rescue Breathing\*  
Epidemiology  
Medical Reserve Corp Partnership  
Public Health Emergency Preparedness

## **Leadership Events**

Extemporaneous Health Poster  
Extemporaneous Speaking  
Extemporaneous Writing  
Job Seeking Skills  
Prepared Speaking  
Researched Persuasive Speaking  
Interviewing Skills\*  
Speaking Skills\*  
Medical Photography

## **Teamwork Events**

Community Awareness  
Creative Problem Solving  
Forensic Medicine  
HOSA Bowl  
Parliamentary Procedure

Biomedical Debate  
Career Health Display  
Medical Reading  
Health Education  
Public Service Announcement

**Category V – Recognition**

Outstanding HOSA Chapter  
National Recognition Program  
Kaiser Permanente Healthcare Issues Exam  
National Service Project  
Barbara James Service Award  
Outstanding Alumni Member  
Chapter Newsletter  
HOSA Week **HW**

***\* Only for students classified under the federal regulations, Individuals with Disabilities Education Act of 1997—Amended (IDEA).***

## Integrating HOSA into the Classroom

Integrating is much easier than you think; in fact, as you read the list you will quickly find that you are most likely doing several things already. The possibilities are endless, as health science teachers continue to invent and share new ideas with each other. The list below contains a few of the ideas that instructors were willing to share. As you grow in the classroom and in your understanding of how HOSA strengthens that experience, we encourage you to share your ideas with us to be passed on to other instructors.

I chose a few ideas I found on at the North Carolina web site, for additional information and ideas go to their web site at <http://www.ncpublicschools.org>

- scroll to Career Technology Education
- click Health Occupation
- click on curriculum guide and choose a course that would be appropriate and then look for lessons that work for your unit of study

### Suggested Ways to Integrate HOSA into the Classroom

Using the **Extemporaneous Writing** guidelines, students are to write on “The Value of Knowing Body Directions, Planes, and Cavities.”

Using the Competitive Event Guidelines for “**Extemporaneous Speaking**”, have the students speak on “The Most Important Function of the Integumentary System”.

Have students participate in a simulation of the **Medical Spelling** event using the Terminology lists provided for this unit of instruction.

Have each student write five fill-in-the-blank questions related to the structure of the muscles. Then, using **HOSA Bowl** guidelines, play HOSA Bowl. Note: If you do not have a buzzer system, you may substitute a bell.

Using the guidelines for “**Biomedical Debate**” debate the topic “Heart Transplants – No Restriction

Following the HOSA **Extemporaneous Health Poster** guidelines, have students create a health poster on one of the lymphatic disorders. The poster should contain factual information about the disorder presented. Have students share their posters, and teach the rest of the class about the disorder

Using the HOSA guidelines for **Researched Persuasive Speaking**, have students write a persuasive speech on the topic, “To Tube My Child’s Ears or Not to Tube My Child’s Ears.” Students will probably need to research the controversy surrounding this topic prior to writing.

Divide students into groups of 3-4 and have them complete the exercise “Medical Decisions” (*Appendix 1H15.03A*) using the **Creative Problem Solving** guidelines and rating sheet.

Examples:

## Medical Decisions

You have been assigned to a Medical Decisions Board for a university hospital. Today, your decision involves a very common dilemma; one kidney and four patients in complete renal failure, all in need of a kidney transplant.

Date \_\_\_\_\_ Read information about kidney transplants, either in your textbook, in other class print materials, in your school's media center, or on the Internet. (Your teacher may assign this part as homework.)

Date \_\_\_\_\_ Work with your group using the problem solving process to determine who gets the kidney.

Date \_\_\_\_\_ Present your decision and rationale to a group of judges or your class.

- Note: Your teacher will inform you of the due dates for each part of the process.

All of the following patients are compatible recipients for the kidney to be transplanted. The kidney donor was a 17-year-old male who was killed in a car crash. The parents have requested that the kidney be transplanted in a teenager.

Name, Age and Occupation	Renal Status	Other Medical factors	Financial Status	Social Factors
<b>Mary Greaves</b> 54 Housewife	Dialysis: 15 years  Transplant waiting list: 7 years	Arthritis – Mod.  Post-menopausal hormone replacement  Hypertension – Mod.  Overall health – Fair	\$46,000/yr  Medicaid	<ul style="list-style-type: none"> <li>▪ Has 6 grown kids, all supportive</li> <li>▪ Husband is reformed alcoholic with stable income and in good health, age 60</li> </ul>
<b>Michelle Mantle</b> 35  <b>Former tennis pro</b>	Dialysis: 1 year  Transplant waiting list: 6 months	Multiple sclerosis – 2 years – Mod.  Overall health – Fair	Net worth – 20 million dollars  No insurance	<ul style="list-style-type: none"> <li>▪ High profile patient would bring much media attention to the medical center</li> <li>▪ Potential exists for financial gain for the medical center, publicity for organ donations</li> </ul>
<b>Gary Puckett</b> 19  <b>College student</b>	Dialysis: 2 years  Transplant waiting list: 9 months	Overall health – Good  Regularly uses cocaine, other illegal substances have been present in blood specimens	Parents:  \$120,000/yr  Blue Cross/Blue Shield	<ul style="list-style-type: none"> <li>▪ Parents are supportive</li> <li>▪ Patient resists medical regimen as prescribed by physicians</li> </ul>
<b>Gerald Ford</b> 43  <b>Auto mechanic</b>	Dialysis: 7 years  Transplant waiting list: 2 years	Overall health – Excellent	\$25,000/yr  Managed care – will cover 50% of costs	<ul style="list-style-type: none"> <li>▪ Has 16 year old son in school who lives in the home</li> <li>▪ Wife died of Leukemia in 1995</li> </ul>

Have the students choose a partner and draw a name of a profession. (Prepare cards prior to class). The students should do a career health display per HOSA **Career Health Display** guidelines. The students can exchange professions but all must be done. The projects are then shared with the class and they could be shared with the school on a career day.

At a HOSA meeting have members develop a questionnaire that would help to identify people who might be prone to diabetes mellitus. Have a HOSA member seek to get the questionnaire published in the school newspaper. Along with the questionnaire, publish a list of lifestyle changes that might help prevent or delay the onset of diabetes.

Using the HOSA guidelines for **Extemporaneous Writing**, have students write on the topic “Why credential health care professions?”

Using the HOSA **Extemporaneous Speaking** guidelines, have the students prepare a speech on the topic, “A Health Professional should act as if. . .” Use the rating sheets and

have the students rate each other.

Using the **Biomedical Debate** guidelines and topic, have the students prepare and debate the current topic. Another topic you can use is "Confidentiality – Everyone's Right?"

### **More integration ideas posted on the HOSA website include:**

#### **Instructional Techniques**

Several techniques are used by chapter advisors to integrate HOSA into the classroom. The following techniques are offered to stimulate interest in using HOSA as an instructional tool for preparing a competent workforce for the health care system.

1. **Review professional oaths.** When presenting the history of medicine, discuss the significance of the following oaths:
  - Hippocratic Oath
  - Declaration of Geneva
  - Nightingale Pledge
  - HOSA Creed

Encourage students to learn the HOSA Creed. Provide incentives to those students who recite the creed correctly when called upon.

2. **Elect chapter officers.** Students should be given opportunities to make decisions and to see the consequences of those decisions. Members need to elect a leadership team to guide their class and chapter. While some members serve in leadership roles, all members are able to witness first-hand the challenges that face elected leaders and their followers. The HOSA chapter experience can be likened to the "health care team" that must work together to achieve a common goal - quality health care. When the chapter advisor uses the officer team to facilitate classroom functions, it will be much easier for students to see the curricular nature of the HOE-HOSA Partnership. The officer team should be as concerned and involved with classroom activities as it is HOSA chapter activities.

Class and/or chapter officers can be used in a variety of ways:

- Call the class to order and announce the objectives to be accomplished that day (President or Vice President).
  - Take roll call, prepare absentee slips and keep records (Secretary).
  - Maintain all financial records including receipt of monies, disbursements, issuance of checks, payment of accounts payable, etc. (Treasurer).
  - Monitor class protocol and member behavior and, when necessary, teach members the fundamentals of parliamentary procedure (Parliamentarian).
  - Prepare bulletin boards and posters to create a positive learning environment (Historian).
  - Prepare articles and news releases for school and local newspapers (Reporter).
2. **Establish committees.** To give most, if not all, students the opportunity to practice leadership skills, the chapter can establish standing and ad-hoc committees to achieve the program of work. Appoint students as chairpersons of committees who were not elected chapter officers. The committee structure will encourage greater student involvement since more members (not just officers) will feel a greater **sense of ownership** in the chapter.

3. **Use parliamentary procedure.** The proper use of parliamentary procedure enables a group to arrive at a decision in an orderly manner. All members are provided the opportunity to state their opinion on an issue. Parliamentary procedure promotes a team spirit, demonstrates cooperation, builds group harmony, and provides a structure for discussion and decision making in a group. Parliamentary procedure recognizes the will of the majority in regulating the actions of all versus the will of the few regulating the total.
4. **Prepare a chapter newsletter.** Chapter newsletters achieve several teaching objectives, including: development of basic communication skills; dissemination of news to the total membership and support groups; reinforcement of major topics presented in the classroom; development of ownership and pride in the organization; and an official record of the success in integrating the HSTE-HOSA Partnership into the classroom and curriculum. All members should be asked to contribute articles to the newsletter throughout the year.
5. **Emphasize professional dress and grooming.** Personal and career success is enhanced by good grooming and professional dress. By rewarding good habits while in school, members will achieve greater success when competing for entry-level positions and career advancements. A dress-up day is a positive image builder for the HOSA chapter and will raise the visibility of the HOE program and health care careers among all students.
6. **Sponsor field trips.** Chapter members should identify and select the health care facilities they wish to visit during the membership year. After decisions are made, chapter members should be appointed (by the President) to contact and coordinate the field trips.
7. **Attend civic, professional, or trade meetings.** By representing HOSA at such meetings, other groups will realize the professionalism and desire of HOSA members to prepare themselves for future leadership responsibilities. In getting involved in civic, professional, and trade meetings while in school, members will be less reluctant to do so as health care workers. Observations at these meetings can be discussed at chapter meetings to share the experiences with those students unable to attend.
8. **Interview health care leaders.** Assign students the responsibility to interview selected health care leaders and to share their findings with all students. The interviewers can develop a questionnaire to guide the interview.
9. **Sponsor a blood pressure screening clinic.** In this activity, members are able to develop, practice, and refine a variety of skills, including: organizational and planning skills; supervisor skills; technical skills; people skills; and evaluation skills. Members are responsible for organizing the project; securing a place to conduct the clinic; developing a promotional plan; preparing an advertisement or article for the newspaper; preparing promotional posters; scheduling members to work the clinic; conducting professional blood pressure screenings; etc.
10. **Prepare an extemporaneous talk.** Health care workers must be able to organize their ideas and express them whenever called upon. The development of good communication skills will enhance the career advancement of HOE students. Those students who enjoy extemporaneous speaking should review the guidelines for the HOSA competitive event called "Extemporaneous Speaking."
11. **Prepare a talk for a community group.** What better way to develop, practice, and refine communication skills than to prepare a talk and present it to a group. The fear of speaking in public is usually ranked the #1 fear by most people. Those who achieve success in the health care industry will be those who develop strong communication skills to complement their outstanding technical skills. "Prepared Speaking" is a competitive event available to HOSA members who want to refine their communication skills.

12. **Participate in mock job interviews.** Entry into any industry requires good interviewing skills. By participating in mock interviews (as either the interviewer or job applicant), members will be more successful in actual job interviews. The most talented job interviewers should enter the HOSA event called "Job Seeking Skills."
13. **Participate in HOSA Bowl competition.** The "HOSA Bowl" competitive event is an excellent tool for reviewing classroom learning. The team nature of the event encourages students to work together to achieve success. The HOSA Bowl builds enthusiasm among the "teams" and demonstrates the positive effects of competition. The most successful HOSA Bowl players should represent the chapter in district/state competition.
14. **Conduct a community awareness project.** The community awareness project, a comprehensive HOSA team leadership competitive event, provides members with the opportunity to take a more intensive look at a critical health care issue. While classroom training builds a strong knowledge base, this project encourages linkage with the health care industry by organizing a Health Awareness Council to guide the project. By forming multiple project teams, all students can work on a project. If issues are selected and coordinated, the projects can encompass a variety of issues that fit the curriculum. The project presentations can first be given in class to refine them. The oral presentations (with audio-visual documentation) can be given at special events, i.e. a program for a civic trade group, an open house, or school function. The rating sheets in the HOSA Handbook can be used to evaluate all projects and identify the project that will represent the chapter in district/state competition.
15. **Participate in a homecoming parade.** This is an excellent activity to develop and reinforce the importance of working together in a cooperative manner. The steps in building a float for the homecoming parade include: identifying the theme for the parade; brainstorming the kinds of floats that could be built to emphasize the theme; selecting the most appropriate design for the float; securing the resources needed to build the float; determining what talents are needed; recruiting members to help design, build, and decorate the float; scheduling members to work; and, completing the project within the time parameters.
16. **Giving a party for handicapped children.** Activities of this type will enhance the sensitivity of the students toward special populations. In addition to the good feelings in serving these children, your students will be able to plan, organize, coordinate, and evaluate the activity. This activity emphasizes the importance of the health care team working together to serve the needs of others.
17. **Assisting in a blood donor drive.** This is an activity that uses technical training in the classroom and provides worthwhile service to the community. The organizational and technical skills of the students - collectively and individually - can be evaluated through such activities.
18. **Collecting funds for HOSA's National Service Project.** The National Service Project is an ideal project for HOSA. The organization that HOSA sponsors is selected by the delegate assembly at the National Leadership Conference. The organization changes every 2-3 years.
19. **Other HSTE-HOSA Partnership projects include:**
  - Collect food and distribute food baskets to the needy;
  - Participate in city-side clean-up campaign;
  - Provide decorations in a pediatric unit at a local hospital;
  - Sponsor CPR classes for young people and parents;
  - Assist in chemical abuse programs;
  - Help with Special Olympics;
  - Answer telephones on a local telethon;

- Be a pen pal with a mentally handicapped person;
- Adopt an elderly person or couple and be attentive to their needs; and
- Assist with activities at a nursing home.

**For more ideas on how to integrate competitive events into the classroom laboratory, go to the HOSA website ([www.hosa.org](http://www.hosa.org)).**

## **Day In and Day Out First 90 Days of Getting Started Suggestive Outline of Activities for HOSA Advisors**

### **Before School Starts or ASAP**

Contact your HOSA state advisor to find out if there was an existing HOSA chapter or if this will be a new chapter. If you are going to a school where there are multiple HSTE instructors, they should be able to guide you. You may even have HOSA officers that were elected last spring for this coming year, or students that were members last year that can help you with the planning.

Talk with administration about starting a HOSA chapter. Check on the rules and guidelines that are specific for your school. Is there a specific time during the school day that can be set aside for chapter meetings? Stress how HOSA can be both integrated into the classroom as well as extended to after school with both social and civic activities and that competition can be used to strengthen your student skills. Discuss what funding and assistance you can expect from the school and from your Career and Technology Director.

Explain the benefits you are looking for with starting a HOSA chapter.

Look at your calendar and decide when you want to have your 1<sup>st</sup> meeting

### **First Month of School**

**When School Starts:** (This is only a suggested list of activities. Feel free to change things to make them work for you and your setting.) If you have students for more than one class period, you may want to combine activities.

Start with day 1 by including a *handout* with date/time for the 1<sup>st</sup> student/parent meeting.

Use one of the *HOSA icebreakers* to get to know your students, remind students of the upcoming meeting.

Spend some time *introducing HOSA (purpose of)* to the students and tell them about the professional organizations you have been a member of during your career.

*Choose a membership plan.* Decide if the State Affiliation Program or regular dues is right for your chapter and school. You may want to add some to that amount to start your chapter before having your first meeting, as one of the common questions will be “*how much does it cost?*”

*Use a fun team-building exercise with the students - emphasize how health care workers are part of a team and that part of what HOSA teaches is teamwork. Don't forget to take lots of pictures.*

Do the "*HOSA Advisor Scavenger Hunt*".

Give students an assignment to *surf the HOSA website* and then bring their ideas to the first HOSA meeting.

*Decide* how your group will pay dues - will it be through fundraising or will the student pay?

Assign student to do the "*HOSA Student Scavenger Hunt*".

Have your *first HOSA meeting*, start off with an ice breaker so students can get to know each other/ include parents. Discuss the purpose of HOSA, outline what you would like to see, and then open the floor for students and parents to give their input. Announce the date of the second meeting. *Don't forget to take pictures.*

*Check with your State Advisor* for date, time, place, and cost of the HOSA Fall Leadership Conference.

Check with school secretary about *signing up for a fundraiser* and rules about fundraising.

Begin looking up different types of fundraisers.

Gather materials to pass out at the next HOSA meeting to inform students about *the job description for being a HOSA officer.*

*Hold your second HOSA meeting*-Start off with a teambuilding exercise and then discuss the leadership roles in HOSA. Distribute HOSA officer information sheet. Set a deadline for students to sign up if they are interested in being an officer. (You might also consider requiring a parent signature and two teacher referrals). Let students know about Fall Leadership Conference. Announce next HOSA meeting. *Don't forget to take pictures.*

Begin taking applications for HOSA chapter officers.

Make phone calls to *schedule a guest speaker* for an upcoming HOSA meeting. See the suggested list of guest speakers as a springboard.

Check with other chapter advisors about activities surrounding *Homecoming.*

Meet with HOSA members to plan a *Program of Work* for the year. (Look at Program of Work examples and guidelines to help the members). Announce date for elections.

## Second Month of School

Begin taking money for *HOSA dues* if your students are going to be self-pay. If you are using fundraising to pay get on the school calendar to have a fundraiser. Set cut-off date for membership drive. Have students complete information sheet needed for online registration.

Students running for office may begin *campaigning* by speaking one-on-one and putting posters up.

Look at getting *bus/travel arrangements* for Fall Leadership Conference.

Hold elections. Announce winners of the elections.

Decide which *installation process* you want to use for the new officers. (You may want to use a fun installation from the new Advisor Handbook or the traditional installation.) Then go shopping for candles, etc. You may want to use some of the chapter funds to have snacks or ask students to bring items.

HOSA meeting-First *install new officers*. (Don't forget to have a student take pictures for your end-of-year slide show and/or chapter notebook. Turn meeting over to students (encourage students to begin using Parliamentary Procedure). Students may want to form committees to begin looking at civic and social activities and bring back a report to the group at the next meeting. *Don't forget to take lots of pictures*.

Remind members to get their HOSA dues in before the deadline.

Distribute or post meeting minutes that the new secretary to let members know what happened and to remind them what occurred.

Meet with committee members to work on brainstorming ideas and narrowing down good activities to bring before the group. *Don't forget to take lots of pictures*.

Post and remind members to get their HOSA dues in and the date of the next meeting.

*HOSA meeting* – make sure committee reports on the selected activities, assist group with parliamentary procedure, and announce upcoming guest speaker.

*Get approval* for social or civic activity that group voted on at the meeting.

Begin *purposefully integrating HOSA competitive events into your lesson plans*. Let your members know that they can take a written test for medical terminology or that if they prefer to write, speak or create, HOSA has 55 competitions from which to choose. (See the section under integrating HOSA for ideas on how you can painlessly accomplish this.)

Attend Fall Leadership Conference. *Don't forget to take lots of pictures*.

Allow time for officers to report to students about what they did at the Fall Leadership Conference.

Have chapter officers begin to record *data for membership* on the HOSA website.

Remind students of the deadline for joining HOSA

Attend HOSA meeting. Remind committees to have reports ready before the meeting. *Don't forget to take lots of pictures.*

Continue to remind students to go to the HOSA website to look at the different types of competitions.

Continue to integrate HOSA into the curriculum.

Possibly start a fundraiser.

### **Third Month of School**

Have officers put in final data for joining HOSA and print out copies.

Request check to send to National HOSA.

Begin signing up students for HOSA competitions.

Set up dates when you can help students who need additional help with competitions.

Continue to have HOSA meetings to keep students in the loop. Review your Program of Work for upcoming events.

Example: Assist with the canned food drive or other civic project.

Example: Assist social committee in organizing a HOSA social.

Close competition sign up and set up travel arrangements for competition.

Review your Program of Work for upcoming events.

## HOSA Recruiting Tips

- I. Recruiting in the Community
  - A. Blood Drives
  - B. Utilize alumni from program
  - C. Newspaper Releases
  - D. Participate in Health Fairs
  - E. Get to know people in the local health care industry
  
- II. Recruiting in the School District
  - A. School Board – HOSA members can adopt a school board member
  - B. Elementary Schools – HOSA members teach elementary students
  - C. Middle Schools – offer Introduction at Middle School level – have HOSA members conduct a junior HOSA conference at Middle School
  
- III. Recruiting in School
  - A. Students are your best recruiters - wear scrubs around school and HOSA T-shirts
  - B. Have brochures made for your program - talk to computer teacher to have assigned as a project for selected HOSA members
  - C. HOSA events such as dances or health fairs invite non-HSTE students and faculty
  - D. School Newspaper
  - E. Scholarships
  - F. Partner with a teacher from another department – example: the Biology teacher. Utilize them as chaperones on trips.
  
- IV. Recruiting with Parents
  - A. Parents of HOSA members on Advisory Committees
  - B. Parents can help with fundraising or start a booster club
  - C. Parents can help as chaperons at socials and trips

## Resource Index

Almost everything you need to know about HOSA can be found on HOSA's website. This index includes links to a number of resources you may need as a HOSA chapter advisor.

AHEC career information links	<a href="http://www.hosa.org/career/ahec.htm">http://www.hosa.org/career/ahec.htm</a>
Alumni membership	<a href="http://www.hosa.org/alumni_flyer.pdf">http://www.hosa.org/alumni_flyer.pdf</a>
Amazon.com resource links	<a href="http://www.hosa.org/natorg/resource.html">http://www.hosa.org/natorg/resource.html</a>
Arizona HOSA	<a href="http://azhosa.org">http://azhosa.org</a>
Career center	<a href="http://www.hosa.org/career/career_center.html">http://www.hosa.org/career/career_center.html</a>
Career information	<a href="http://www.hosa.org/career/career_info_investigation.htm">http://www.hosa.org/career/career_info_investigation.htm</a>
Chapter affiliation	<a href="http://www.hosa.org/hosa/advisor/chapter/login/login.jsp">http://www.hosa.org/hosa/advisor/chapter/login/login.jsp</a>
College center	<a href="http://www.hosa.org/career/college_center.htm">http://www.hosa.org/career/college_center.htm</a>
College View, college search	<a href="http://www.hosa.org/career/college_search.htm">http://www.hosa.org/career/college_search.htm</a>
Competitive event guidelines	<a href="http://www.hosa.org/natorg/sectb/index.html">http://www.hosa.org/natorg/sectb/index.html</a>
Competitive event topics	<a href="http://www.hosa.org/member/topics07.html">http://www.hosa.org/member/topics07.html</a>
Competitive event information	<a href="http://www.hosa.org/competitive_events.html">http://www.hosa.org/competitive_events.html</a>
Contacts, national staff	<a href="http://www.hosa.org/contact.html">http://www.hosa.org/contact.html</a>
Dress code	<a href="http://www.hosa.org/dress_code.htm">http://www.hosa.org/dress_code.htm</a>
E-magazine	<a href="http://www.hosa.org/emag/index.html">http://www.hosa.org/emag/index.html</a>
Guide to integrating HOSA in the Classroom	<a href="http://www.hosa.org/natorg/hoeguide/introcon.html">http://www.hosa.org/natorg/hoeguide/introcon.html</a>
Health career profiles	<a href="http://www.hosa.org/career/career_profiles_links.html">http://www.hosa.org/career/career_profiles_links.html</a>
HOSA Bylaws, national	<a href="http://www.hosa.org/natorg/hosabylaws.pdf">http://www.hosa.org/natorg/hosabylaws.pdf</a>
HOSA history	<a href="http://www.hosa.org/natorg/hosa_history.pdf">http://www.hosa.org/natorg/hosa_history.pdf</a>
HOSA, Inc. Board of Directors	<a href="http://www.hosa.org/natorg/membership_info.html">http://www.hosa.org/natorg/membership_info.html</a>
HOSA mission statement	<a href="http://www.hosa.org/whatis.html">http://www.hosa.org/whatis.html</a>
HOSA PowerPoint	Download from <a href="http://www.hosa.org/advisors.html">http://www.hosa.org/advisors.html</a>
HOSA Week ideas	<a href="http://www.hosa.org/natorg/sectb/ideas_from_hosa_week.htm">http://www.hosa.org/natorg/sectb/ideas_from_hosa_week.htm</a>
Judge information	<a href="http://www.hosa.org/natorg/partnerships/CompetitiveEventJudges.html">http://www.hosa.org/natorg/partnerships/CompetitiveEventJudges.html</a>
Logos, clip art	<a href="http://www.hosa.org/natorg/pub.html">http://www.hosa.org/natorg/pub.html</a>
Medical Photography samples	<a href="http://www.hosa.org/nlc/medical_photography_examples.htm">http://www.hosa.org/nlc/medical_photography_examples.htm</a>

Medical Reading, book history	<a href="http://www.hosa.org/natorg/sectb/mrh.pdf">http://www.hosa.org/natorg/sectb/mrh.pdf</a>
National conference information	<a href="http://www.hosa.org/nlc/nlc.html">http://www.hosa.org/nlc/nlc.html</a>
National event winners	<a href="http://www.hosa.org/nlc/winners.html">http://www.hosa.org/nlc/winners.html</a>
National headquarters, staff	<a href="http://www.hosa.org/natorg/hosa_headquarters.htm">http://www.hosa.org/natorg/hosa_headquarters.htm</a>
National officers, executive council	<a href="http://www.hosa.org/natorg/ExecutiveCouncil.html">http://www.hosa.org/natorg/ExecutiveCouncil.html</a>
National Technical Honor Society	<a href="http://www.hosa.org/natorg/partnerships/nths.htm">http://www.hosa.org/natorg/partnerships/nths.htm</a>
National theme	On top of the Home page at <a href="http://www.hosa.org">www.hosa.org</a>
NLC dates, locations	<a href="http://www.hosa.org/nlc/nlc.html">http://www.hosa.org/nlc/nlc.html</a>
Officer installation ceremony	<a href="http://www.hosa.org/natorg/hosa_installation_ceremony.pdf">http://www.hosa.org/natorg/hosa_installation_ceremony.pdf</a>
Online advisor courses	<a href="http://www.hosa.org/advisors.html">http://www.hosa.org/advisors.html</a>
Partnership information	<a href="http://www.hosa.org/natorg/partnerships/">http://www.hosa.org/natorg/partnerships/</a>
Policies and Procedures Manual	<a href="http://www.hosa.org/natorg/polpro.pdf">http://www.hosa.org/natorg/polpro.pdf</a>
Scholarship information	<a href="http://www.hosa.org/member/2007_scholarships.pdf">http://www.hosa.org/member/2007_scholarships.pdf</a>
Section A, HOSA organization	<a href="http://www.hosa.org/natorg/SectionA.pdf">http://www.hosa.org/natorg/SectionA.pdf</a>
Section B, competitive events	<a href="http://www.hosa.org/natorg/sectb/index.html">http://www.hosa.org/natorg/sectb/index.html</a>
State associations	<a href="http://www.hosa.org/state/state.html">http://www.hosa.org/state/state.html</a>
State conference dates	<a href="http://www.hosa.org/member/state_conferences.html">http://www.hosa.org/member/state_conferences.html</a>
Student membership handbook	<a href="http://www.hosa.org/natorg/StudentHandbookB.pdf">http://www.hosa.org/natorg/StudentHandbookB.pdf</a>
Videos, HOSA promotion	<a href="http://www.hosa.org/media.htm">http://www.hosa.org/media.htm</a>
Workforce information and links	<a href="http://www.hosa.org/career/workforce_info_links.html">http://www.hosa.org/career/workforce_info_links.html</a>

## HOSA CREED

I Believe in the Health Care Profession.

I Believe in the profession for which I am being trained; and the opportunities which my training offers.

I Believe in education.

I Believe that through education I will be able to make the greatest use of my skills, knowledge, and experience in order to become a contributing member of the health care team and of my community.

I Believe in myself.

I believe that using the knowledge and skills of my profession, I will become more aware of myself. Through fulfilling these goals I will become a more responsible citizen.

I Believe that each individual is important in his or her own right; therefore I will treat each person with respect and love.

To this end, I dedicate my training, my skills, and myself to serve others through **Health Occupations Students of America.**

## THE HOSA COLORS

**Navy Blue:** Loyalty to the Healthcare Profession

**Medical White:** Purity of Purpose

**Maroon:** Compassion of HOSA Members

## THE HOSA EMBLEM AND LOGO



## Important Numbers

National HOSA	1.800.321.4672
State Advisor	602.228.5281
Career Technology Director	
Others:	

## Information for Payment

Please send the following vendor information to your Accounts Payable Department.

**Arizona HOSA**  
1535 W. Jefferson St. Bin #42  
Phoenix, AZ 85007  
Phone: 602-228-5281  
Fax: 602-364-4035

**National HOSA**  
6021 Morriss Road, Suite 111  
Flower Mound, TX 75028  
Phone: (800) 321-HOSA  
Fax: (972) 874-0063

## Information Technology Information

Please contact your IT department and have them add these web sites to allowable sites on your campus.

[www.azhosa.org](http://www.azhosa.org)

[www.hosa.org](http://www.hosa.org)

<https://www.registermychapter.com/hosa/az-test/Main.asp>

<http://www.answerwrite.com/hosa/az/>

# **Appendix**

## **Online Testing Packet**

### **Sample Forms**

### **Sample Competitive Event Guidelines**

## 2009-10 AzHOSA Chapter Registration Form

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School Name:

---

Advisors Name:

---

Email Address:

---

Direct Phone:

---

Cell Phone:

---

School Physical Address:

---

School Mailing Address:

---

City:

State: AZ Zip:

---

School Website:

---

School Phone:

---

School Fax Number:

---

Mascot:

---

AZ Legislative District:

---

US Congressional District:

---

Superintendent's Name:

---

Principal's Name:

---

Local CTE Director's Name:

---

Accounts Payable Contact's  
Name:

---

Counselor's Name(s):

---

---

School Type

---

Type of Class Schedule

---

Fall Break

---

Spring Break

---

Total School Population

---





## Instructions for Online 2009-10 HOSA Membership

1. Complete AzHOSA Chapter Registration process on [www.azhosa.org](http://www.azhosa.org) website
2. New chapters obtain a chapter number and password from the AZ State Advisor
3. Log into [www.hosa.org](http://www.hosa.org)
4. On the left menu, **CLICK** on Advisor Services
5. Scroll down on the page and under National Affiliation and NLC Registration **CLICK** on Chapter Advisors
6. Read instructions and **CLICK** on Click here
7. Enter chapter number and password
8. Main Menu - **CLICK** on Chapter Affiliation
9. Read instruction and **CLICK** on Next.
10. Complete the following screens:
  - a. Chapter Information
  - b. Billing Information
  - c. Shipping Information
  - d. Chapter Demographics
11. Member List
  - a. **CLICK** on ADD MEMBER
12. **Add your name first – Choose Professional under Member Type. Complete all information areas. Click Save and ADD**
13. Continue to add your students – Choose Secondary under Membership Type. All information is required for your members
14. Member Information
  - a. Complete Member Type – All Students are Secondary, Advisor are Professional
  - b. Classification – Enter grade level for students N/A for Advisors
  - c. Enter Name, Last and First (**correct spelling is important**)
  - d. Enter school name for Organization
  - e. Enter title if a chapter officer
  - f. Enter students address
  - g. Enter students phone
  - h. Enter Students email address
  - i. **CLICK** on SAVE and ADD
15. Continue adding students. Remember to add an Advisor It is\*\*\*\* Required\*\*\*\*\*
16. After last student is entered **CLICK** on SAVE and RETURN
17. Membership List
  - a. All members entered will appear in a window box on the left side of the screen.

- b. Check for correct number
- c. Check for **proper spelling**
- d. **CLICK** on Update to EDIT
- e. **CLICK** on DELETE to remove a name
- f. **CLICK** on NEXT
- g. **CLICK** on Next

18. Chapter Affiliation Application Agreement

- a. **\*\*\*\*\*Read contract agreement\*\*\*\*\***
- b. Scroll to the bottom of the page and **CLICK** on DONE

19. Main Menu

- a. Click on VIEW CHAPTER STATEMENT

20. Membership Dues

- a. If you chose a regular chapter membership, you will need to print out an invoice and mail payment to National HOSA.
- b. If you chose the AzHOSA State Affiliation Plan, AzHOSA will send you an invoice and all payments are made to AzHOSA.

21. Log OFF

22. In a few weeks you will receive membership cards for all your students.

Please call me at 602-228-5281 if you need assistance. Good Luck

# AZ HOSA

## ADVISOR'S CODE OF ETHICS

1. HOSA Advisors project a positive and professional image of Health Science Technology Education and HOSA to all those with whom they interact.
2. HOSA Advisors promote HOSA as a positive student experience, therefore, will act as positive role models for students in dress, voice, attitude, actions, and demeanor.
3. HOSA Advisors are accountable to and for their students in all HOSA-related activities.
4. HOSA Advisors understand and follow established processes within the HOSA organization that protect the rights of all members.
5. HOSA Advisors are expected to perform all assigned duties.

HOSA advisors are proud of the standard of excellence they maintain for themselves and their students. Attendance at any HOSA function implies acceptance and practice of these standards.

*I have read the above Code of Ethics for HOSA Advisors and agree to accept and practice these standards.*

\_\_\_\_\_

Advisor Signature

Date

\*\*\*\*\*

*Plan of Action: For failure to follow the Advisor's Code of Ethics -Conference with the Advisors' Ethics Board (Board of Directors).*

1. Written report of the Plan of Action with a copy sent to local administrator of the advisor.
2. Recommendations for dismissal from HOSA by the AZ HOSA Board of Directors.
3. Recommendations for further action by the HOSA, Inc. Board of Directors.

I, \_\_\_\_\_, hereby grant the Health Science Technology Education program permission to make photographs, videotapes, broadcasts, and/or sound recordings, separately or in combination, of me and permission to use the said photographs, videotapes, broadcasts, and/or sound recordings for educational and promotional purposes on any delivery system.

\_\_\_\_\_

advisor signature/date

# HOSA STUDENT CODE OF CONDUCT

A good reputation enables members to take pride in their organization. HOSA members have an excellent reputation. Your conduct at any HOSA function should make a positive contribution to the reputation that has been established.

1. Your behavior at all times should reflect credit to you, your school, state and HOSA.
2. Student conduct is the responsibility of the local chapter advisor. Students shall keep their advisors informed of their activities and whereabouts at all times. (HOSA conference name badges shall be worn at all times.)
3. Participants are expected to attend all general sessions and other scheduled conference activities. Please be prompt and show respect to those in the audience and on stage.
4. Members are to report any incidents, injuries or illness to their local or state advisor immediately.
5. Members are expected to observe the designated curfew. (Curfew is defined as being **QUIETLY** in your **OWN** assigned room by the designated hour.)
6. If a student is responsible for stealing or vandalism, the student and his/her parents will be expected to pay any and all damages.
7. Participants attending any HOSA Conference may not purchase, consume, or be under the influence of alcohol or drugs at any time. Violators will be subject to disciplinary action.
8. Smoking or using tobacco products at a school-related or school-sanctioned activity on or off school property is prohibited.
9. Students who disregard the rules will be subject to disciplinary action and will be sent home at their own expense. Parents will be notified.
10. Any long distance phone calls, charges to the room, etc., will be the responsibility of the individual student and/or their parents.
11. Participants will abide by the HOSA Conference Attire Policy at all business sessions, general sessions, competitive events, and other conference activities.

I have read the above Code of Conduct for HOSA conferences and agree to abide by the rules.

\_\_\_\_\_

Printed Name of Parent / Guardian

\_\_\_\_\_

\_\_\_\_\_

Parent / Guardian Signature

\_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

I, \_\_\_\_\_, hereby grant the Health Science Technology Education program permission to make photographs, videotapes, broadcasts, and/or sound recordings, separately or in combination, of me and permission to use the said photographs, videotapes, broadcasts, and/or sound recordings for educational and promotional purposes on any delivery system.

\_\_\_\_\_

student signature/date

\_\_\_\_\_

parent/guardian signature/date

# MEDICAL LIABILITY RELEASE FORM

**DIRECTIONS:** Due to legal restrictions, it is necessary that **all** delegates, parents/guardians/chaperones, guest and HOSA advisors complete this form as a prerequisite for eligibility to attend any HOSA Leadership Conference. The HOSA chapter advisor should keep the original copy for the State Conference. For National Conference, the original forms are sent to the State Advisor who forwards them to National HOSA.

## PLEASE TYPE OR PRINT ALL INFORMATION

Delegate's Name: \_\_\_\_\_ Parent/Guardian's Name: \_\_\_\_\_

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

Parent/Guardian Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Cell: \_\_\_\_\_

Delegate's Physician: \_\_\_\_\_ Dr. Phone Number: \_\_\_\_\_

Physician's Address: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_

Telephone Number: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Local Advisor: \_\_\_\_\_

School Name: \_\_\_\_\_

Student is covered by group or medical insurance? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, complete the following information:

Name of insured: \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Group #: \_\_\_\_\_ Policy #: \_\_\_\_\_

Please completely describe any medical condition which may recur or be a factor in medical treatment:

a. Allergy: \_\_\_\_\_

b. Physical Handicap: \_\_\_\_\_

c. Convulsions: \_\_\_\_\_

- d. Medicine  
Reactions: \_\_\_\_\_
- e. Blackouts: \_\_\_\_\_
- f. Disease of any  
kind: \_\_\_\_\_
- g. Heart or lung  
problems: \_\_\_\_\_
- h. Other (Be Specific): \_\_\_\_\_

If currently taking medication, please provide the following information:

\* Name of medication: \_\_\_\_\_

\* Prescribing Physician and Phone Number: \_\_\_\_\_

**LIABILITY RELEASE:** I certify that the information described above is accurate and complete to the best of my knowledge. I understand that each individual is responsible for his/her own insurance coverage during this trip. I hereby release the National HOSA Board of Directors, the National Staff, State and Local HOSA Associations, and any designated individual in charge of the HOSA group or specific activity from any legal or financial responsibility with respect to my personal or my student/child's participation in or contact with any known element associated with an activity including competitive events.

**PARENT/GUARDIAN:** Please check one of the following and sign your name.

\_\_\_\_\_ I give my permission for immediate medical treatment as required in the judgment of the attending physician. Notify me and/or any persons listed above as soon as possible.

\_\_\_\_\_ I do not give permission for medical treatment until I have been contacted.

Parent/Guardian's \_\_\_\_\_ Date \_\_\_\_\_  
Signature

(the above line is applicable for delegates under the age of 18 and must be signed by the parent or legal guardian.)

Delegate's Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

# **SAMPLE**

## **(School Name)**

### **HOSA**

### **Bylaws**

#### **Article 1 – Name**

The name of the organization shall be HOSA, (school name) Chapter.

#### **Article II – Purpose**

The purposes of this organization are:

1. To create more interest and understanding in the intelligent choice of a healthcare career.
2. To unite in a common bond without regard to race, creed or national origin student enrolled in (name of class)
3. To develop leadership that is competent and self reliant
4. To motivate students to accept academic challenges through competitive events
5. To improve scholarship and develop skills that will enable young men and women to participate effectively in a health care career.
6. To engage in individual and group projects
7. To recognize outstanding leadership
8. To create school loyalty and help preserve the principles of democracy
9. To instill leadership in students.

#### **Article III – Organization**

- Section 1. AzHOSA is chartered by the Board of Directors of the National HOSA to provide for state-wide coordination of the HOSA program.
- Section 2. This organization is open to all students in a health science program and those interested in, planning to pursue or are pursuing a career in the health care programs at (Name of school)
- Section 3. Membership is unified on the state and national level. Membership is establishes by payment of local, state and national dues.

## **Article IV – Membership**

Any student enrolled in the a health career program is entitled to become an active member of the Organization

## **Article V – Officers**

- Section 1. Officers of the (Name of School) Chapter shall consist of the following President, Vice-President, Secretary, Treasurer, Historian, Reporter and Parliamentarian. Other officers may be designated as desired.
- Section 2. The teacher(s) associated with the (Name of the Program) shall serve as Advisor(s) to the chapter.
- Section 3. Officers of the chapter shall be nominated and elected by a majority vote at the beginning of the school year. (Or at the end of the previous school year)
- Section 4. Vacancies on the officer team shall be filled at the by the advisor and/or officer team.

## **Article VI – Meetings**

- Section 1. One business meeting shall be held each month during the school year.
- Section 2. Additional meeting shall be called when necessary
- Section 3. The officer team shall meet prior to each monthly meeting at the time specified by the President and Advisor.

## **Article VII – Committees**

- Section 1. Committees of the (Name of School) shall consist of the following: Community Service, HOSA Activities, Public Relations, Social Activities, Fundraising, Community Service and Professional Development (These should reflect the needs of the chapter)
- Section 2. The Chairman of the committees shall be appointed by the officer team and approved by the membership.

## **ARTICLE VIII - AMENDMENTS**

These Bylaws may be amended by a two-thirds vote at any regular chapter meeting, provided the amendment has been proposed by the officer team or any chapter member. Proposed

amendments must be submitted in writing at least 60 days before the next regular meeting. All proposed amendments must be submitted by the AzHOSA to the chartered Chapters at least thirty days prior to the regular meeting.

#### **ARTICLE IX - PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, the Bylaws or corporate charter of HOSA, Inc. and any special rules the organization may adopt.