Medical Assisting

Arizona HOSA Event Guideline Supplement

Individual Event: 1 competitor

ONLINE QUALIFYING TEST REQUIRED — NO DIGITAL UPLOAD

This supplement is written exclusively for Arizona HOSA events.
Use this checklist with the official event guidelines.

Conference	Event Offered	Required Upload Deadline	Details at a Glance
Regional Leadership Conference (RLC)	NO	N/A	**Pathway:** Take the online qualifying test at your school to earn a place at SLC.
Online Test	YES	None required	**Round 1:** Take the online test during Arizona's published testing window. Top performers qualify for SLC.
State Leadership Conference (SLC)	YES	None required	**Round 2:** Perform the selected medical assisting skills. **Advancement:** Top 3 qualifying competitors advance to ILC.
International Leadership Conference (ILC / nationals)	YES	None required	**Round 1:** Written test. **Round 2:** Top test scores advance to skills. Follow official ILC procedures.

Required Documents and Materials

☐ Photo ID; two nonmechanical #2 pencils with erasers for the written test.

☐ Barrier devices: non-latex exam gloves, gown, goggles or safety glasses, and mask.

☐ Non-latex sterile surgical gloves, in addition to exam gloves.

☐ Manual watch with a second hand for testing urine with a reagent strip in Round 2. Smartwatches are not allowed.

Dress code: Wear attire appropriate for medical assisting skills at SLC. ILC Round 1 allows business attire, official HOSA uniform or occupational attire; Round 2 requires occupational attire. See Appendix D.

Arizona HOSA provides other equipment for the selected skills. Perform steps when equipment is available; simulate or verbalize steps when equipment is unavailable, as directed.

Complete the online qualifying test

☐ Have your advisor register you and an approved proctor. Arrange a test time and location within Arizona's published online testing window.

☐ Take the computer-based test at your school: 50 multiple-choice questions in 60 minutes. Your registered proctor receives the access information.

☐ Your advisor receives qualification results. If you qualify, register for SLC; if not, choose another available SLC event with your advisor.

Missed the test? You cannot receive a Medical Assisting skills appointment at SLC without completing the online qualifier.

Proctor requirements: A proctor cannot be a current HOSA advisor for any chapter. The proctor must register and submit the signed confidentiality agreement before receiving testing access.

What to do at state

☐ Arrive at the event room at the START of the posted event time frame. Check in with the Event Manager and show photo ID.

☐ Receive your appointment time and stay at the event room in case the event runs early. Staff will escort you into the room.

☐ Read the secret written scenario. Timing starts when you receive it. Follow the official skill rubrics and the time allowed for the selected skills.

☐ Complete skills in the order requested. A scenario may combine skills; staff provides the applicable time limit. Do not repeat shared tasks unnecessarily when skill rating sheets are combined.

☐ Treat a live patient model as a patient with little or no knowledge of the procedure. Explain what you are doing, protect privacy and use safe technique. Body fluids are simulated.

☐ Leave when dismissed, complete the event survey and leave the competition area.

Prepare for the skills assessment

Practice all official skills: telephone screening; receiving a new patient and creating an electronic chart; obtaining and recording a patient health history; measuring an infant's or child's head and chest circumference; preparing/assisting with a routine physical exam; screening visual acuity; testing urine with a reagent strip; and sterile gloving.

Use the current skill rating sheets, forms and listed references for steps and time limits. SLC and ILC may select different skills.

☐ Keep study materials outside the competition room. Bring only permitted supplies; do not discuss or reveal the secret scenario until the event has ended.

Forgot supplies? Tell event staff. You may seek supplies from another chapter before competing. If supplies remain unavailable, follow staff directions for any permitted simulation or verbalization.

Scoring and advancement

Skills minimum: Earn at least 70% on the combined Round 2 skills to be eligible for awards.

Final ranking: Add the Round 1 test score to the Round 2 skills score. The higher test score breaks a tie. At SLC, use the online qualifying test as Round 1, following ILC's combined-scoring approach.

Arizona advancement: A final score of at least 70% after penalties is also required. The top 5 eligible competitors are recognized; the top 3 advance to ILC. Fourth and fifth place may serve as substitutes.

Divisions are ranked separately. Scores do not carry from SLC to ILC; competitors take a new Round 1 test at ILC.

Official guidelines and skill rubrics

HOSA event guidelines — select Medical Assisting under Health Professions Events. Study the test plan, listed references, forms and all skill rating sheets.