

# State Leadership Conference



Competitive Events  
Registration Packet



**APRIL 11-12, 2024**

**Davis Conference Center | Layton, UT**

Updated: Oct, 3 2023

This packet will provide you with important information regarding the registration process, deadlines, and competitive events schedule for the Utah HOSA State Leadership Conference on APRIL 11-12, 2024. Please visit the Utah HOSA website [www.uthosa.org](http://www.uthosa.org) where you will find all of the registration materials.

### Registration Procedures, Pre-Conference Submissions & Due Dates

Provided are step-by-step instructions for registering your chapter for competition. Please don't hesitate to ask if you have any questions. We would like to remind you to **PLEASE ADHERE TO DEADLINES**. If you fail to follow the deadlines, your students could be in jeopardy of not being able to compete in their desired events. Students **MUST FIRST** be registered as HOSA members in order to register them as delegates for competition. Don't forget that you as an advisor **MUST** be registered as a HOSA professional member. The registration fee remains at \$50 per participant. There are absolutely **NO REFUNDS** after March 15, 2024

We will be continuing our Annual Utah HOSA 5K Scholarship Fun Run on Friday, April 12 at 7:00 AM. The Fun Run is an option on the registration form. There is a \$10 fee for each participant and an additional \$15 fee if they would like to receive a Utah HOSA 5K Scholarship Fun Run T-shirt. All proceeds from the Fun Run will be donated to the Utah HOSA Scholarship Fund.

### Conflicting Event Guide & Agendas

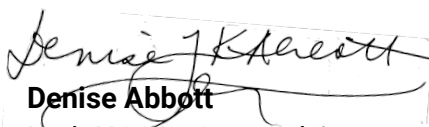
At the Utah HOSA SLC, delegates may be registered to compete in multiple events that do not overlap or conflict. Delegates **MUST** attend the event orientation to be eligible to compete. There are several events that have two rounds. The test score from Round ONE will be used to qualify the competitor for Round TWO. Round TWO qualifiers will be posted near HOSA headquarters and Utah HOSA social media sites (Twitter, Instagram, and Facebook). Remind your delegates to bring a photo ID with them to the event. Review the event guidelines and help your delegates learn the rules of their event and what supplies they are required to bring with them. *Please Note:* Delegates attending the HOSA International Leadership Conference in June will be eligible to participate in only ONE event. In addition, competitors may participate in as many Recognition Category Events as they wish. The Academic Testing Center will provide competitors with one free test. Additional tests may be taken for an additional fee.

### Code of Conduct, Medical Release Form, Dress Code

Copies of the Conduct Code Agreement and the Medical Liability Release Form need to be completed by everyone in attendance at the Utah HOSA State Leadership Conference (SLC). This includes delegates, advisors, chaperones, and guests. Advisors are required to bring a copy of each participant's forms to the conference. Utah HOSA will only require a copy upon request. Dress code will be strictly enforced. We encourage you as Advisors to be proactive in educating your delegates on proper dress and enforcing these rules throughout the conference. No delegate will be permitted on stage during the award ceremonies if not in proper business attire. Please plan to attend the **Advisor Meeting on Thursday, April 11**, immediately following the opening ceremonies. **Attendance is Mandatory**. CDC guidelines will be monitored and updated as needed.

Thank you for all of the work that you do for Utah HOSA and for your students. Your work does not go unnoticed. We will be looking to each of you to help manage events, find judges, vendors, and sponsors for our events and competitions.

Thank You!

  
**Denise Abbott**  
Utah HOSA - State Advisor  
[denisea@provo.edu](mailto:denisea@provo.edu)

  
**Robbie Rauzi**  
Competitive Event Chair  
[robbie.ut.hosa@gmail.com](mailto:robbie.ut.hosa@gmail.com)

  
**Teresa Reese**  
Deputy CE Manager  
[reesehosa@gmail.com](mailto:reesehosa@gmail.com)



# Utah HOSA | State Leadership Conference

## Advisor Preparation Checklist

### October

- \_\_\_ Attend the FLC Advisor Meeting, Signup with a Category Chair for a Competitive Event as an Event Manager, Judge Manager, etc.

### November - December

- \_\_\_ Reserve a fair number of hotel rooms based on the number of students who plan to attend the SLC.
- \_\_\_ Help students Identify, review, prepare, and study for their competitive events. There are many valuable resources at <http://www.hosa.org> under the *Competition* section which will help your students decide which event(s) is(are) best for them.
- \_\_\_ Begin reviewing the competitive event guidelines for the event you will be providing assistance.
- \_\_\_ Review the Utah HOSA Advisor Toolkit, Quizlet, and other on-line resources for study material. Events that require time such as Community and Awareness and Healthy Living should be in process.
- \_\_\_ Submit travel request forms for State Leadership Conference and International Leadership Conference.

### January

- \_\_\_ SLC Registration opens - January 1, 2024 through Friday, March 15, 2024
- \_\_\_ Event Manager – provide your Category Chair with any event needs, including specific supplies.
- \_\_\_ Judge Manager – contact judges for your event (see the Judge Manager Checklist).
- \_\_\_ Applications for the Executive Council (State Officers) are available.
- \_\_\_ Practice with your students. Practice with and against other schools in your district/region for practice.

### February

- \_\_\_ Judge Manager – Finalize your list of judges and share specific event guidelines for their review.
- \_\_\_ Note those events that require a digital upload. Help your students identify what information will need to be submitted through the HOSA Digital Upload System and their link is active.
- \_\_\_ Submission Deadlines – Awards, State Officer Applications, Pulse Newsletter, Chapter photos, Researched Persuasive Writing & Speaking paper, Scholarship Portfolio.
  - \_\_\_ Verify your delegates have the appropriate supplies including notebooks and portfolios as required by different competitions.
- \_\_\_ Practice with your students. Practice with and against other schools in your district/region for practice.
- \_\_\_ SLC Registration closes – March 15, 2024 (\$100 Late Fee March 16-22)
- \_\_\_ Cancel any unneeded hotel rooms - *PLEASE notify Denise before canceling if other chapters need rooms.*
- \_\_\_ Host a parent/student meeting as required for overnight travel.

### March

- \_\_\_ Submit ALL special events, awards, officer and scholarship applications by their respective deadlines.
- \_\_\_ Digital uploads submitted on individual delegates links in the HOSA Digital Upload System.
- \_\_\_ Event & Judge Managers – Finalize event logistics including: supplies, scenarios, rounds, etc.

### April

- \_\_\_ Attend the mandatory Advisor meeting (Thursday following the Opening session).
- \_\_\_ Participate in the 5K Scholarship Fun Run.
- \_\_\_ Encourage your student delegates to attend the Educational Symposia.
- \_\_\_ Volunteer - We can always use additional help.

### June

- \_\_\_ Complete the State-to-ILC form, Letter of Intent, and deposit - Due **April 19, 2024**
- \_\_\_ Attend the Virtual ILC Advisor Meeting – **TBD**
- \_\_\_ Hotel lists finalized and sent to Denise.
- \_\_\_ Receive your Utah assignment for the ILC Competitive Events.
- \_\_\_ Make airline arrangements for your chapter early in April.
- \_\_\_ Arrange transportation to and from the airport and the hotel.



# Utah HOSA | State Leadership Conference

## Registration and Submission - Due Dates

### **Competitive Events Registration**

Registration is due on **Friday, March 15**. Late registration occurs between **March 16-22, 2024** with a **\$100.00** late fee. We will not accept any registrations after **March 22**. You must also pre-register students for the Utah HOSA 5K Scholarship Fun Run that will take place on Friday morning, April 12.

### **Awards - Due **March 15, 2024** to Denise Abbott**

- **Crystal Apple Teacher Choice Awards**
- **Chapter Recognition Awards**
- **Above and Beyond Awards**
- **National Library of Medicine Health Ambassadors**

### **HOSA Pulse Newsletter Submission - **Due March 15, 2024** to Denise Abbott**

Denise Abbott  
 487 West 300 South  
 Orem, Utah 84058  
 Phone - (801) 400-5600  
[denisea@provo.edu](mailto:denisea@provo.edu)

### **Chapter Pictures for Opening Ceremonies Submission - Due **March 15, 2024** to Danny Abbott**

Danny Abbott  
 487 West 300 South  
 Orem, UT 84058  
[danabbott159@gmail.com](mailto:danabbott159@gmail.com)

### **Utah Scholarship Portfolio (completed) - Emailed by **March 15, 2024** to Doug Meek**

Doug Meek  
 Pleasant Grove High School  
[dmeek@alpinedistrict.org](mailto:dmeek@alpinedistrict.org)

### **HOSA State Officer Applications - POSTMARKED by **March 15, 2024** to Denise Abbott**

Perspective HOSA officers need to send their completed applications to Denise Abbott. The application form may be obtained from Denise Abbott or at [www.uthosa.org](http://www.uthosa.org).

### **HOSA Digital Upload System – Profile creation and event submission uploads by **April 1, 2024** online**

#### **Competitive Events requiring digital upload:**

- |  |   |   |
|--|---|---|
| 1. <i>Clinical Specialty</i>                   | 6. <i>HOSA Happenings (SS &amp; PSC only)</i> | 10. <i>Researched Persuasive Writing and Speaking</i> |
| 2. <i>Community Awareness</i>                  | 7. <i>Mental Health Promotion</i>             | 11. <i>Research Poster</i>                            |
| 3. <i>Emotional Well-Being Challenge</i>       | 8. <i>MRC Partnership</i>                     |   |
| 4. <i>Health Career Photography</i>            | 9. <i>Public Service Announcement</i>         |   |
| 5. <i>Health Education (SS &amp; PSC only)</i> |   |   |

The eligibility form for following events require members participating in these events at the 2024 SLC & ILC to submit the form fields found at <https://hosa.org/accommodations/>

- |                               |                               |                         |                           |
|-------------------------------|-------------------------------|-------------------------|---------------------------|
| 1. <i>Interviewing Skills</i> | 2. <i>Life Support Skills</i> | 3. <i>Personal Care</i> | 4. <i>Speaking Skills</i> |
|-------------------------------|-------------------------------|-------------------------|---------------------------|



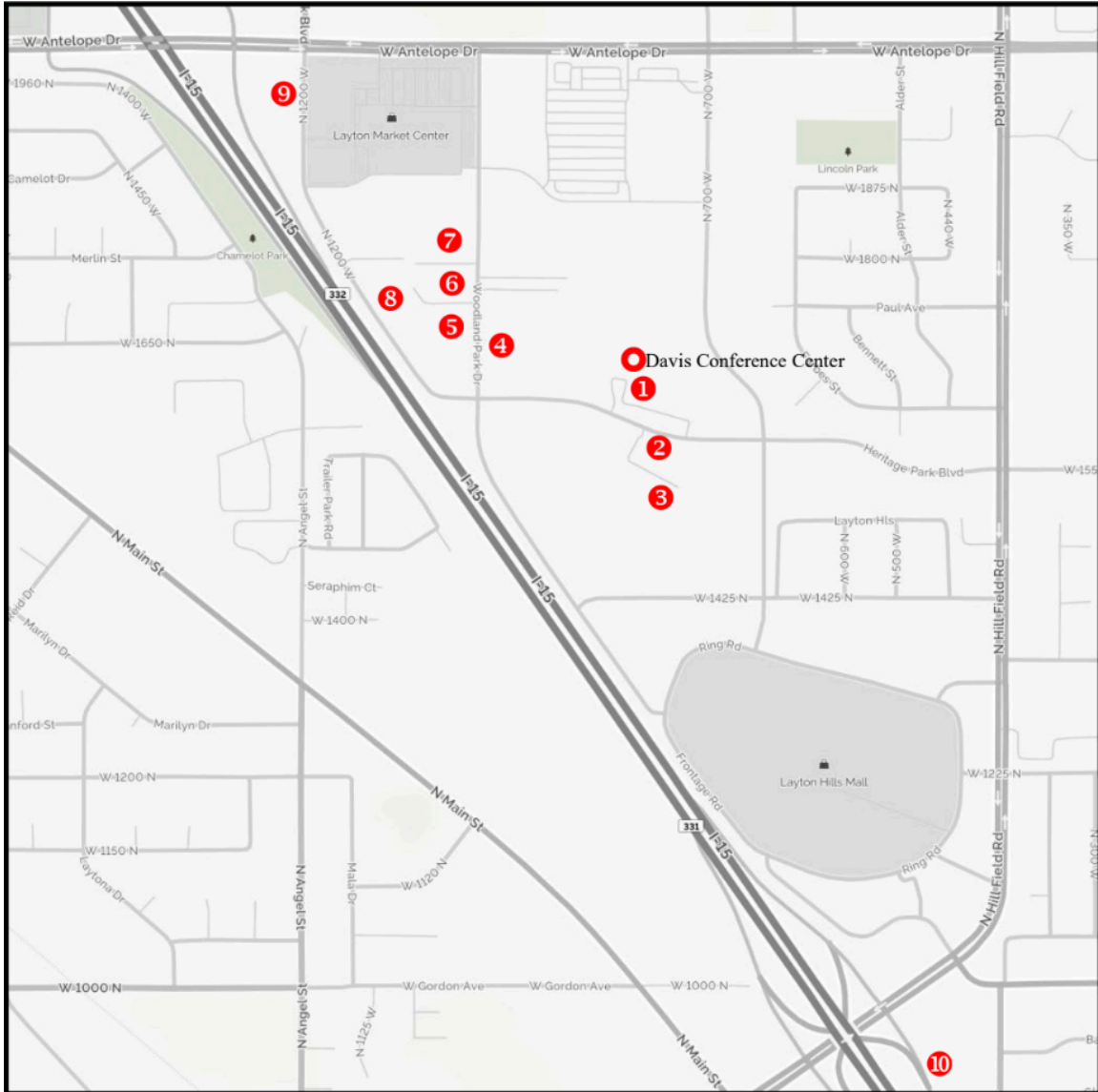
# Utah HOSA | State Leadership Conference

## Registration Procedures

1. Registration begins Tuesday, January 1, 2024 through Friday, **March 15, 2024**. Late registration will be taken March 16 through the 22, with a \$100.<sup>00</sup> per chapter late fee. No registrations will be accepted after March 22. There are NO refunds after March 22.
2. Instructions for Online Registration:
  - a. Go to the HOSA website at [www.hosa.org](http://www.hosa.org).
  - b. Select login from the menu on the top of the screen.
  - c. Click the Access Chapter Advisor Services link listed under Local Chapter Advisors in the middle of the screen.
  - d. Enter your Charter Number and Password and login.
  - e. Select Conference Registration from the menu.
  - f. You will be prompted to enter your Charter Number and Password again.
  - g. The screen will have a set of instructions for you to read. On the upper right-hand corner, there is a drop-down box where you can select the conference "Utah State Conference" and then click "Begin Registration".
  - h. A complete list of your students that have been registered for HOSA will appear. Beside each student's name, there is a link to register that student for the conference. Click register for the person / student you want to enter and a screen with all of the options will come up.
  - i. Don't forget that **ALL** advisors and chaperones must be registered for the conference.
  - j. You will need to do the following for each participant:
    - i. Specify Male, Female, or Non binary
    - ii. Select classification (i.e. Middle School, Secondary, Professional, Alumni or Post-secondary)
    - iii. Select the event(s) or activities the person will participate.
    - iv. All team member must be added to the event.
    - v. Once you have made all of the above selections, you will click **submit** at the bottom of the page.
  - k. If you need to register a guest, family member or chaperone who is not a HOSA member, there is a box to click to add that information on the main registration page where all of the names can be viewed.
  - l. **ADVISORS and STUDENTS must be registered as HOSA members and registered for the conference. Please double check spelling before submitting.**

*For online technical support, please call **Denise Abbott** at **801.400.5600** or email at [denisea@provo.edu](mailto:denisea@provo.edu).*

## Hotels near Davis Conference Center – Layton, UT



**1 Hilton Garden Inn**  
762 Heritage Park Blvd, Layton, UT 84041  
(801) 416-8899

**2 Home2 Suites**  
803 Heritage Park Blvd, Layton, UT 84041  
(801) 820-9222

**3 Best Western Plus**  
798 W 1425 N, Layton, UT 84041  
(801) 896-0271

**4 Hampton Inn**  
1700 Woodland Park Dr, Layton, UT 84041  
(801) 775-8800

**5 Holiday Inn Express**  
1695 Woodland Park Dr, Layton, UT 84041  
(801) 773-3773

**6 TownPlace Suites**  
1743 Woodland Park Dr, Layton, UT 84041  
(801) 779-2422

**7 Courtyard Marriott**  
1803 Woodland Park Dr, Layton, UT 84015  
(801) 217-2300

**8 Fairfield Inn**  
1740 Heritage Park Blvd, Layton, UT 84041  
(801) 444-1600

**9 La Quinta Inn**  
1965 N 1200 W, Layton, UT 84041  
(801) 776-6700

**10 Comfort Inn**  
877 N 400 W, Layton, UT 84041  
(801) 544-5577

### **Things to consider:**

- How many male and female students will be traveling?
- Is it possible to split cost and share rooms with other schools?
- Do you have School / District approval for reservation & travel?
- Do you have the required number of chaperones?
- Have you scheduled a bus or other transportation?
- Do you need to book a room for your bus driver?
- What other events may interfere with participation at SLC? (Spring Sports, Testing, Eligibility, Other extracurricular activities, etc.)

### **Sample Hotel Call Scripting:**

*Hi \_\_\_\_, my name is (Name) and I am with (School / District) in (City). Our student organization, HOSA, will be having their state conference at the Davis Conference Center near your hotel and I need to book some rooms. Do you have rooms available for (March 16<sup>th</sup>) at the education rate?*

#### **Additional questions to ask:**

- Are these rooms with two beds?
- Are the rooms adjoining?
- Will the rooms be together and/or on the same floor?
- Do you offer continental or hot breakfast?
- Do you offer free bag storage for our group?
- Early Check-in / Late Check-out?

### **Where are you going to eat?**

- Conference Center vendors\*
- Target
- Jamba Juice
- Panda Express (*HOSA Sponsor*)
- Carl's Jr.
- Chili's (*HOSA Sponsor*)
- Cafe Rio
- Sonic
- Famous Dave's BBQ
- Chick-fil-a
- Golden Corral
- Cafe Zupas
- Chipotle (*HOSA Sponsor*)
- Cracker Barrel
- Little Caesars Pizza

*\*No outside food will be allowed inside of the Conference Center*

### **Timeline:**

- Oct-Jan - Book your rooms! They fill up fast. Work with other advisors and chapters.
- March - Confirm number of rooms needed
- April 1<sup>st</sup> - Cancel any unneeded rooms\*\*  
*\*\*Before canceling any room PLEASE send an email to Denise so she can verify if other chapters need rooms.*
- Check-in on April 11<sup>th</sup>
- Checkout on April 12<sup>th</sup> before 11:00 AM\*\*\*  
*\*\*\*Luggage holding area will be provided at the Davis Conference Center*

### **Forms:**

Copies of all Utah HOSA forms must be completed by everyone in attendance at the Utah HOSA State Leadership Conference. This includes delegates, advisors, chaperones, and guests. Advisors are required to bring a copy of each participant's forms to the conference. Utah HOSA will only require a copy upon request.

- Parent permission forms (School / District forms)
- Reviewed HOSA - Dress Code Information & Policy
- HOSA - Conduct Code Agreement
- HOSA - Medical Liability Release Form
- HOSA - Media Release Form

### **Offsite Events:**

Transportation to and from offsite HOSA events is **only** allowed by way of Utah HOSA sponsored busses.

# hosa DRESS CODE POLICY

Delegates are required to wear either the Official HOSA Uniform, or the Suit Option to all General Sessions.

## GENERAL SESSIONS

### OFFICIAL HOSA UNIFORM

- Tailored navy blazer with emblem affixed over the heart
- Matching navy slacks or navy knee-length skirt
- White, closed-neck, tailored dress shirt suitable for tie or scarf
- Accents: maroon HOSA scarf or maroon or navy long tie
- Closed-toe blue or black shoes (hose optional for women)
- Belt (blue or black)
- Head covers that are required for religious purposes or to honor cultural tradition are allowed



### SUIT OPTION

- Black or navy-blue suit
- White, closed-neck, tailored dress shirt (maroon or navy long tie)
- White blouse (can be member's choice)
- Accent: maroon HOSA scarf (optional)
- Members may choose to wear knee-length skirt or slacks
- Closed-toe blue or black shoes (hose optional for women)
- Belt (blue or black)
- Head covers that are required for religious purposes or to honor cultural tradition are allowed



## COMPETITIVE EVENTS

If the competitive event guidelines identify business attire is appropriate, any of the following dress is acceptable (color is not specified for clothing or shoes for competition):  
(closed-toe; open-toe; heeled sandals are permitted)



Official HOSA Uniform



### Business Attire

- Shirts
- Skirts
- Dresses
- Jackets
- Sports Jackets
- Pants

*Note: Shorts and flip-flops are not acceptable HOSA competitive event attire.*

Delegates must adhere to the policy as specified in the individual competitive event guidelines for the orientation and event in which they are competing.

If the competitive event guidelines identify clinical uniform or attire appropriate to the occupational area for skill events, the following dress is acceptable (scrubs can be of any color/design, with or without a HOSA emblem):



### Medical Scrubs

- Scrubs
- Clinical shoes or tennis shoes



### Polo & Khakis

- Khaki pants with polo top

## EVENT-SPECIFIC DRESS CODE

Please see HOSA website at [hosa.org/guidelines](http://hosa.org/guidelines) for events and their specific dress code.

### HEALTH PROFESSIONS EVENTS

Examples of health professions appropriate attire are pictured below.



CERT SKILLS



EMT



SPORTS MEDICINE

Competitors shall wear proper business attire or official HOSA uniform, or attire appropriate to the occupational area, during the orientation, written test and skill(s) – jeans and shorts are not acceptable. Bonus points will be awarded for proper dress.

### HEALTH SCIENCE EVENTS || EMERGENCY PREPAREDNESS EVENTS || LEADERSHIP EVENTS || TEAMWORK EVENTS || RECOGNITION || NATIONAL GEOGRAPHIC LEARNING ACADEMIC TESTING CENTER

Competitors must be in official HOSA uniform or in proper business attire. Bonus points will be awarded for proper dress.

### EXTEMPORANEOUS HEALTH POSTER

Competitors must be in official HOSA uniform, proper business attire, medical scrubs, or polo and khakis. Bonus points will be awarded for proper dress.

### FORENSIC SCIENCE

Competitors shall wear the HOSA uniform, proper business attire, medical scrubs, or polo and khakis. Bonus points will be awarded in **both rounds** for proper dress. **All team members** must be properly dressed to receive bonus points.



The following document outlines the official dress code for ALL student member delegates at the State Leadership Conference (SLC). Student delegates not adhering to the business attire dress policy for all general sessions at the SLC will not be allowed on stage to receive any awards.

## Tips for Appropriate Business Attire

Business attire is crisp, neat, and should look appropriate in any office setting. It should not look like party or picnic attire. Don't confuse club attire with business attire. If you wear it to a night out on the town, you probably shouldn't wear it in a business environment. Avoid tight or baggy clothing. Everything should be clean and well pressed. Hair should be clean and neat.

**Details:** No missing buttons, no lint; and don't forget to remove tags and tacking stitches from new clothes. Perfume or cologne should be used sparingly or not at all. Don't smell like smoke.

## Tips for men's business attire:

- Pants/slacks, not jeans.
- Long sleeve shirts or short sleeve shirts with collars. Polo shirts (tucked in, of course) are also acceptable.
- Ties are optional but always appropriate
- Always wear a belt and dress socks.
- Dress shoes should be worn; no sandals, athletic shoes or hiking boots.

## Tips for women's business attire:

- Women can wear casual pants or skirts. Neither should be tight. Colors should generally be solid; navy, black, gray, brown, and khaki are always safe bets.
- Skirts should come at least to your knees while you are standing. While you are seated, your thighs should be covered. If your skirt comes to just below the knee, a slit to just above the knee might be acceptable. A very long skirt should not be slit to above the knee. Slits to facilitate a view of your legs are not appropriate for business purposes.
- In addition to tailored shirts or blouses, tailored knit sweaters and sweater sets are appropriate business attire. Velvets and shimmery fabrics suitable for parties are not appropriate. Fit should not be tight. Cleavage is not appropriate to business attire.
- Keep your jewelry choices simple and leaning toward conservative. Avoid extremes of style and color.
- Keep makeup conservative and natural looking.
- Shoes should be closed-toe. Thin straps and high-heels are not appropriate. Chunky heels and platform shoes are also not appropriate in most business settings. Make certain you can walk comfortably in your shoes.
- Hose is recommended if your skirt is knee length rather than calf length.
- If you carry a purse, keep it small and simple.

## Competitive Event Dress Code

- Competitors and event personnel follow the event guidelines.
- Dress code for General Sessions is different than for CE but competitors can wear their General Session attire if they want to when business attire is required.
- Competitors may wear clinical attire for skill event testing.

## Official HOSA Casual Dress Code

Appropriate dress for official social functions in conjunction with the SLC will include everything EXCEPT tank tops, halter-tops, extremely short shorts or skirts and cut-offs. (Shirt straps must be two inches wide and the length of shorts and skirts must be at minimum to the fingertip.)

## Black or Navy-Blue Suit (Required for those attending the International Leadership Conference general sessions):

- With a white shirt (the white shirt can be the member's choice)
- Closed-toe blue or black shoes (hose optional)
- Male members MUST wear a tie and socks
- Female members may choose to wear knee-length skirt or slacks.

## HOSA Uniform

- Tailored navy blazer with emblem affixed over the heart
- Shirt/blouse for females (white tailored or short-sleeve white jewel neck shell)
- Shirt for males—white closed-neck, man-tailored dress shirt, suitable for use with a tie
- Accent for female members - maroon HOSA scarf or tie is optional but not required
- Accent for male officers - navy or maroon long tie
- Matching navy slacks for males and matching navy slacks or skirts for females
- Closed-toe blue or black shoes (hose optional for women; men must wear socks)



# Utah HOSA | Conduct Code Agreement

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, as a delegate to the State Leadership Conference, should at all times be such that it reflects credit to you, your school/college, your state and HOSA.
2. Delegate conduct is the responsibility of the delegate, monitored by their local chapter advisor. Delegates shall keep their advisors informed of their activities and whereabouts at all times. (HOSA Conference name badges shall be worn at all times at HOSA functions).
3. Delegates may not use personal vehicles to travel to and from the State Leaderships Conference center or any offsite event facilities. State and District transportation will be provided.
4. Delegates 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.
5. Delegates are to report any accidents, injuries or illnesses to their local chapter advisor immediately.
6. Personal prescriptions and over-the-counter drugs must be labeled properly and only administered in the presence of the local chapter advisor. Sharing of such medications is strictly prohibited.
7. The Utah HOSA State Leadership Conference is a non-smoking conference.
8. Delegates/participants attending the Utah HOSA State Leadership Conference may not purchase, consume or be under the influence of alcohol or drugs at any time. Violators will be subject to stringent disciplinary action.
9. No individuals from the opposite sex, other local chapters (unless permitted by the Advisor), or outside groups are to be allowed into delegate hotel rooms.
10. Delegates are expected to observe the designated curfew. (Curfew means that each person must be in own room by the designated hour.)
11. If a delegate is responsible for stealing or vandalism, the delegate and his/her parents will be expected to pay any and all damages.
12. Delegates who disregard the rules will be subject to disciplinary action and will be sent home at their own expense. Parents will be notified as well as School/District Administrators.
13. Any charges to the hotel room(s), restaurant(s) or conference center will be the responsibility of the individual delegate and/or parents.
14. Delegates are to abide by the HOSA Dress Code at all business sessions, general sessions, competitive events and other conference activities.
15. As a delegate to the State Leadership Conference, permission is granted to make photographs, videotapes, broadcasts, and/or sound recordings, separately or in combination, available for reproduction for educational and promotional purposes by Utah HOSA.

**GENERAL SESSION PROTOCOL:** The general sessions should be enthusiastic, but delegates must not be rude or obnoxious to those in the audience or on stage. It is important to remain seated until the end of the session. Chapters that do not adhere to general session protocol will be asked to send a representative to a special meeting of the Utah HOSA Executive Council.

**I understand and will adhere to HOSA's Dress Code Policy for all events and activities of the State Leadership Conference. I have read the Conduct Code for HOSA conferences and agree to abide by these rules.**

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Print Name of Parent/Guardian Parent/Guardian Signature Date

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Print Name of Delegate Delegate Signature Date

School: \_\_\_\_\_ Advisor: \_\_\_\_\_



# Utah HOSA | Medical Liability Release Form

**DIRECTIONS:** Due to legal restrictions, it is necessary that all delegates, parents/guardians, guests and HOSA Advisors complete this form to be eligible to attend the HOSA State Leadership Conference. This form should be returned to the HOSA Chapter Advisor who will make a copy for his/her files and provide a copy to Utah HOSA upon request.

PLEASE TYPE OR PRINT ALL INFORMATION

*Delegate Information*

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

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

Delegate's Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Alternate Emergency Contact: \_\_\_\_\_ Relation: \_\_\_\_\_

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

Delegate 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. Allergies: \_\_\_\_\_ e. Physical Handicap: \_\_\_\_\_

b. Convulsions: \_\_\_\_\_ f. Medicine Reactions: \_\_\_\_\_

c. Blackouts: \_\_\_\_\_ g. Disease of any kind: \_\_\_\_\_

d. Heart/lung problems: \_\_\_\_\_ h. Other (Be specific): \_\_\_\_\_

If currently taking medication, please provide the following information:

Name of medication(s): \_\_\_\_\_

**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 organization, the 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 delegate/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 Name: \_\_\_\_\_ Relation: \_\_\_\_\_

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

(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: \_\_\_\_\_



# Utah HOSA | Media Release Form

## Signatures Required

*Release of Rights for Photography and Multimedia Production  
Reproduction and Commercial Display and Distribution  
Use of Name and Written Quotes in Media and Publications*

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**Please print:**

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

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

Phone number: \_\_\_\_\_

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

High School: \_\_\_\_\_

\_\_\_\_\_  
Signature of student  
(Required if student is **over** 18 years of age)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of parent or guardian  
(Required if student is **under** 18 years of age)

\_\_\_\_\_  
Date

<https://hosa.org/ceusefultools>

<b>General Event Updates</b>	
<b>Guidelines</b>	All guidelines are written for ILC. States may modify events or have different event processes and deadlines. Be sure to check with your local/state advisors (or state websites) to determine how the events are implemented for all regional/area and state conferences.
<b>Digital Uploads</b>	The upload system has changed as Tallo will no longer be used. A new HOSA Digital Upload System has been created that integrates with the HOSA Conference Management System (CMS). Information on the new system can be found in the event guidelines and at the landing page <a href="#">HERE</a> . In all events that require a digital upload for ILC, competitors must upload material to be given an appointment time at ILC. The content uploaded digitally will be pre-judged prior to ILC. Digital uploads are no longer required in HCD, EMI, and MI.
<b>Resource Changes</b>	The following events have new resources, updated editions or retired resources: CERT Skills, CPR, EMT, LSS, Behavioral Health, Cultural Diversity & Disparities in Health Care, Human Growth & Development, Health Informatics, Healthy Living, Medical Math, Home Health Aide, Nursing Assisting, Physical Therapy, Pharmacy Science, Veterinary Science, Dynamic Decisions, Creative Problem Solving, HOSA Bowl, Foundations of HOSA Bowl, and Health Care Issues Exam.
<b>Test Plan Changes</b>	The following events have updated test plans: Creative Problem Solving, Cultural Diversity & Disparities in Health Care, Health Informatics, Healthy Living, Human Growth and Development, and Home Health Aide
<b>Skill Events</b>	Round 2 skill events dress code now requires attire appropriate to the occupational area be worn. Previously HOSA Uniform or professional dress could be worn for round 2 skills. Skills have been added to CPR, EMT, and LSS. American Heart Association and American Red Cross training will both be accepted in CPR & LSS. Clinical Nursing & Dental Science have new skills. Medical Assisting Urine Testing skill time has changed. Two new skill events have been added in Health Professions: Phlebotomy and Respiratory Therapy. A new skill event has been added to the Middle School Division: Foundations of Veterinary Science.
<b>Team Members</b>	The number of team members allowed in EWBC, CA, CPS, DD, HE, and PSA has changed to 2 – 6 people.
<b>Testing at ILC</b>	Scratch paper will no longer be provided for tests. Competitors may write in their test booklets if needed.
<b>Event Names Updated</b>	Extemporaneous Writing has been updated to Extemporaneous Writing - Health Policy. Healthy Lifestyle has a new name: Healthy Living. HOSA Bowl Middle School has a new name: Foundations of HOSA Bowl.
<b>Deadline for ILC</b>	All deadlines for submissions have been changed to May 15th for consistency (there were previous inconsistencies in recognition events)
<b>Eligibility forms for ILC</b>	Speaking Skills – Interviewing Skills – Personal Care – Life Support Skills: The eligibility form submission process for regional, state, and ILC is through the <a href="#">digital form link</a> .
<b>Accommodation Request Process</b>	Special accommodations <a href="#">can be requested</a> in any event as appropriate. This form can be used for all regional, state, and ILC conferences. View <a href="#">Appendix H</a> for the definition of event accommodation.
<b>NGL ATC Events</b>	Calculators will now be provided in Allied Health Statistics, Math for Health Professionals, Anatomy & Physiology, Biochemistry, General Chemistry, Organic Chemistry, and Physics.
<b>Judge Questions</b>	Judge questions have been removed to create consistency between all competitive events.
<b>Health Science &amp; Recognition Events</b>	
<b>Foundations of Medical Reading (MS Division)</b>	<ul style="list-style-type: none"> <li>On Fire: The 7 Choices to Ignite a Radically Inspired Life by John O’Leary</li> <li>Don’t Kill the Birthday Girl: Tales from an Allergic Life by Sandra Beasley</li> <li>All That Moves Us: A Pediatric Neurosurgeon, His Young Patients, and Their Stories of Grace &amp; Resilience by Jay Wellons</li> </ul>
<b>Medical Reading (SS &amp; PSC divisions)</b>	<ul style="list-style-type: none"> <li>How the Other Half Eats: The Untold Story of Food and Inequality in America by Priya Fielding-Singh</li> <li>A Molecule Away from Madness: Tales of the Hijacked Brain by Sara Manning Peskin</li> <li>The Facemaker: A Visionary Surgeon’s Battle to Mend the Disfigured Soldiers of World War I by Lindsay Fitzharris</li> <li>Wonder Drug: 7 Scientifically Proven Ways that Serving Others is the Best Medicine for Yourself by Trzeciak &amp; Mazzeoli</li> <li>All That Moves Us: A Pediatric Neurosurgeon, His Young Patients, and Their Stories of Grace &amp; Resilience by Jay Wellons</li> </ul>

<b>Cultural Diversity &amp; Disparities in Health Care</b>	<i>The Spector text has been retired. Additional resources have been added. The test plan has been updated.</i>
<b>Medical Spelling</b>	<i>The maximum number of times a competitor can ask for a pronunciation in the spelldown is now three (3) total.</i>
<b>American Red Cross Volunteer Service</b>	<i>New recognition event.</i>
<b>Health Professions Events</b>	
<b>Clinical Nursing</b>	<i>Two skills have been added: PPE &amp; Prophylaxis for the Eyes of the Neonate. The three types of injections have been combined into Skill I A – C.</i>
<b>Clinical Specialty</b>	<i>Skills for Phlebotomy &amp; Respiratory Therapy that cannot be duplicated in CS have been added to the guidelines.</i>
<b>Phlebotomy</b>	<i>New Event</i>
<b>Respiratory Therapy</b>	<i>New Event</i>
<b>Foundations of Veterinary Science</b>	<i>New Event (Middle School)</i>
<b>Dental Science</b>	<i>A new PPE skill has been added</i>
<b>Family Medicine Physician</b>	<i>An Interview Verification Form has been added and must be uploaded to the HOSA Digital Upload System</i>
<b>Emergency Preparedness Events</b>	
<b>CERT Skills</b>	<i>American Red Cross materials have been added as resource.</i>
<b>CPR/First Aid and Life Support Skills</b>	<i><b>For CPR:</b> The roles of the rescuers have been changed to match the resources. Rescuer 1 will initiate CPR. Rescuer 2 will initiate first aid skill and then assist with CPR. (for CPR event) <b>For Both CPR and LSS:</b> American Red Cross or American Heart Association protocols can be used in skill demonstrations. Competitors will tell judges which protocols they are using prior to beginning competition. Two new skills have been added: Administer Epinephrine Pen &amp; Administration of Naloxone (Nasal Spray).</i>
<b>EMT</b>	<i>Two new skills have been added: Administer Epinephrine Pen &amp; Administration of Naloxone (Nasal Spray).</i>
<b>Mental Health Promotion</b>	<i>The requirement for the Be There Certification has been removed and it has been added as a suggested resource instead.</i>
<b>Public Health</b>	<i>2023 -2024 Topic: <b>Technology Addiction: How to Protect Ourselves</b></i>
<b>Leadership Events</b>	
<b>Extemporaneous Writing - Health Policy</b>	<i>This event has changed from Extemporaneous Writing to Extemporaneous Writing - Health Policy. The focus of the event has changed to Health Policy Writing instead of an essay. Competitors will be required to write a letter of support or opposition to the health policy related secret topic.</i>
<b>Healthy Lifestyle / Living</b>	<i>The event name has changed from Healthy Lifestyle to Healthy Living</i>
<b>Interviewing Skills and Job Seeking Skills</b>	<i>A digital portfolio on Tallo is no longer required.</i>
<b>Prepared Speaking and Speaking Skills</b>	<i>2023-2024 Topic: <b>Dare to Create!</b></i>
<b>Researched Persuasive Writing and Speaking</b>	<i>2023-2024 Topic: <b>Youth Sports Specializations: Good or Bad for Athletes?</b></i>
<b>Teamwork Events</b>	
<b>Biomedical Debate</b>	<i>2023-2024 Topic: <b>Should Artificial Intelligence in Healthcare be Welcomed or Feared?</b></i>
<b>Public Service Announcement</b>	<i>2023-2024 Topic: <b>Fentanyl Will Kill You</b></i>



# Utah HOSA | State Leadership Conference

## Competitive Events Agenda

Visit [www.hosa.org/guidelines](http://www.hosa.org/guidelines) to access the Guidelines for each competitive event.

HOSA SLC Competitive Events		Day	Time	Location
<b>Middle School Events - Friday ONLY</b>				
MS-HS	<b>Foundations of Medical Terminology</b>	Friday	9:00 AM - 10:30 AM	Meridian C
MS-HS	<b>Health Career Exploration</b>	Friday	9:00 AM - 10:30 AM	Meridian C
MS-HS	<b>Math For Health Careers</b>	Friday	9:00 AM - 10:30 AM	Meridian C
MS-HS	<b>Foundations of Medical Reading</b>	Friday	9:00 AM - 10:30 AM	Meridian C
MS-HS	<b>Foundations of Nutrition</b>	Friday	9:00 AM - 10:30 AM	Meridian C
MS-EP	<b>Life Threatening Situations</b>	Pre-Test		
	<b>Life Threatening Situations - Round 2</b>	Friday	1:00 PM - 2:30 PM	Meridian C (Sec 3) - by Appt.
MS-EP	<b>Public Health</b>	Friday	10:30 AM - 12:00 PM	Meridian C (Sec 1)
	<b>Public Health - Round 2</b>	Friday	1:00 PM - 2:30 PM	Meridian C (Sec 1) - by Appt.
MS-L	<b>Extemporaneous Health Poster</b>	Friday	10:30 AM - 1:30 PM	Meridian C (Sec 2)
MS-L	<b>Health Career Preparation</b>	Friday	10:30 AM - 12:00 PM	Meridian A, E, & F
MS-L	<b>Healthy Living</b>	Pre-Test		
	<b>Healthy Living - Round 2</b>	Friday	11:00 AM - 12:30 PM	Stratus 5 & 6
MS-L	<b>Prepared Speaking</b>	Friday	10:30 AM - 12:00 PM	Twilight 1, 2 & 3
MS-L	<b>Speaking Skills*</b>	Friday	10:30 AM - 12:00 PM	Twilight 1, 2 & 3
MS-T	<b>Dynamic Decisions</b>	Pre-Test		
	<b>Dynamic Decisions - Round 2</b>	Friday	10:30 AM - 12:00 PM	Meridian C (Sec 3)
MS-T	<b>Exploring Medical Innovation</b>	Friday	10:30 AM - 12:00 PM	Stratus 8 & 9
MS-T	<b>Health Career Display-MS</b>	Friday	10:30 AM - 12:00 PM	Meridian C (Sec 4)
MS-T	<b>Health Education</b>	Friday	1:00 PM - 2:30 PM	Meridian C (Sec 4)
MS-R	<b>America's Blood Centers &amp; HOSA Blood Drive</b>	Friday	8:00 AM - 9:00 AM	HOSA Headquarters
MS-R	<b>Barbara James Service Award</b>	Friday	8:00 AM - 9:00 AM	HOSA Headquarters
MS-R	<b>HOSA Happenings</b>	Friday	8:00 AM - 9:00 AM	HOSA Headquarters
MS-R	<b>HOSA Service Project</b>	Friday	8:00 AM - 9:00 AM	HOSA Headquarters
<b>Health Science Events</b>				
HS	<b>Behavioral Health</b>	Friday	2:00 PM - 3:30 PM	Meridian D & H
HS	<b>Cultural Diversities &amp; Disparities</b>	Friday	2:00 PM - 3:30 PM	Meridian D & H
HS	<b>Dental Terminology</b>	Friday	2:00 PM - 3:30 PM	Eclipse Expo A&B
HS	<b>Health Informatics</b>	Friday	2:00 PM - 3:30 PM	Meridian A, E, & F
HS	<b>Human Growth and Development</b>	Friday	2:00 PM - 3:30 PM	Meridian A, E, & F
HS	<b>Medical Law and Ethics</b>	Friday	2:00 PM - 3:30 PM	Meridian A, E, & F
HS	<b>Medical Math</b>	Friday	9:00 AM - 10:30 AM	Eclipse Expo A&B
HS	<b>Medical Reading</b>	Friday	12:00 PM - 1:30 PM	Meridian G
HS	<b>Medical Spelling</b>	Friday	9:00 AM - 10:30 AM	Meridian D & H
	<b>Medical Spelling - Round 2 - "Spelldown"</b>	Friday	1:00 PM - 3:00 PM	Zephyr
HS	<b>Medical Terminology</b>	Friday	2:00 PM - 3:30 PM	Eclipse Expo A&B
HS	<b>Nutrition</b>	Friday	2:00 PM - 3:30 PM	Meridian B
HS	<b>Pathophysiology</b>	Friday	2:00 PM - 3:30 PM	Meridian B
HS	<b>Pharmacology</b>	Friday	2:00 PM - 3:30 PM	Meridian G

## Health Professions Events

HP	<b>Biotechnology</b>	Thursday	4:00 PM - 5:30 PM	Meridian D & H
	<b>Biotechnology - Round 2</b>	Friday	9:00 AM by Appt.	DavisTech AHB – 111
HP	<b>Clinical Nursing</b>	Thursday	4:00 PM - 5:30 PM	Meridian B
	<b>Clinical Nursing - Round 2</b>	Friday	9:00 AM by Appt.	Eagle Gate College – 206
HP	<b>Clinical Laboratory Science</b>	Thursday	4:00 PM - 5:30 PM	Meridian D & H
	<b>Clinical Laboratory Science - Round 2</b>	Friday	9:00 AM by Appt.	DavisTech AHB – 126
HP	<b>Clinical Specialty</b>	Friday	9:00 AM by Appt.	DavisTech AHB – 125 (by Appt.)
HP	<b>Dental Science</b>	Thursday	4:00 PM - 5:30 PM	Twilight 1
	<b>Dental Science - Round 2</b>	Friday	9:00 AM by Appt.	DavisTech AHB – 105
HP	<b>Family Medicine Physician</b>	Friday	10:00 AM by Appt.	Eagle Gate College – 117
HP	<b>Home Health Aide</b>	Thursday	4:00 PM - 5:30 PM	Meridian B
	<b>Home Health Aide - Round 2</b>	Friday	9:00 AM by Appt.	DavisTech AHB – Foyer "F"
HP	<b>Medical Assisting</b>	Thursday	4:00 PM - 5:30 PM	Meridian C & G
	<b>Medical Assisting - Round 2</b>	Friday	9:00 AM by Appt.	DavisTech AHB – 111
HP	<b>Nursing Assisting</b>	Thursday	4:00 PM - 5:30 PM	Meridian B
	<b>Nursing Assisting - Round 2</b>	Friday	9:00 AM by Appt.	DavisTech AHB – 242
HP	<b>Personal Care*</b>	Thursday	4:00 PM - 5:30 PM	Meridian B
	<b>Personal Care* - Round 2</b>	Friday	9:00 AM by Appt.	DavisTech AHB – 242
HP	<b>Pharmacy Science</b>	Thursday	4:00 PM - 5:30 PM	Zephyr
	<b>Pharmacy Science - Round 2</b>	Friday	9:00 AM by Appt.	DavisTech AHB – 123
HP	<b>Physical Therapy</b>	Thursday	4:00 PM - 5:30 PM	Twilight 2
	<b>Physical Therapy - Round 2</b>	Friday	9:00 AM by Appt.	DavisTech AHB – 201
HP	<b>Sports Medicine</b>	Thursday	4:00 PM - 5:30 PM	Meridian A, E, & F
	<b>Sports Medicine - Round 2</b>	Friday	9:00 AM by Appt.	DavisTech AHB – 201
HP	<b>Veterinary Science</b>	Thursday	4:00 PM - 5:30 PM	Zephyr
	<b>Veterinary Science - Round 2</b>	Friday	9:00 AM by Appt.	Eagle Gate College – 201

## Emergency Preparedness Events

EP	<b>CERT Skills</b>	Thursday	4:00 PM - 5:30 PM	Eclipse Expo A&B
	<b>CERT Skills - Round 2</b>	Friday	9:00 AM by Appt.	DavisTech AHB – 201
EP	<b>CPR/First Aid</b>	Thursday	4:00 PM - 5:30 PM	Eclipse Expo A&B
	<b>CPR/First Aid - Round 2</b>	Friday	9:00 AM by Appt.	DavisTech AHB – 201
EP	<b>Emergency Medical Technician</b>	Thursday	4:00 PM - 5:30 PM	Eclipse Expo A&B
	<b>Emergency Medical Technician - Round 2</b>	Friday	9:00 AM by Appt.	DavisTech AHB – 201
EP	<b>Epidemiology</b>	Friday	11:00 AM - 12:30 PM	Meridian D & H
EP	<b>Life Support Skills*</b>	Thursday	4:00 PM - 5:30 PM	Eclipse Expo A&B
	<b>Life Support Skills* - Round 2</b>	Friday	9:00 AM by Appt.	DavisTech AHB – 201
EP	<b>Mental Health Promotion</b>	Thursday	5:30 PM - 10:00 PM	
EP	<b>MRC Partnership</b>	Thursday	2:30 PM - 3:30 PM	Green Room
EP	<b>Public Health</b>	Thursday	5:30 PM - 8:00 PM	Zephyr
	<b>Public Health - Round 2</b>	Friday	9:00 AM by Appt.	Stratus 5, 6 & 7

## Leadership Events

L	<b>Extemporaneous Writing - Health Policy</b>	Friday	11:00 AM - 12:30 PM	Eclipse Expo A&B
L	<b>Health Career Photography</b>	Friday	8:30 AM - 9:00 AM	Meridian B
	<b>Health Career Photography - Round 2</b>	Friday	9:00 AM - 12:00 PM	Meridian B w/ Temp Walls
L	<b>Healthy Living</b>	Thursday	4:00 PM - 5:30 PM	Twilight 3
	<b>Healthy Living - Round 2</b>	Friday	11:00 AM - 12:30 PM	Stratus 5 & 6



L	<b>Interviewing Skills*</b>	Friday	8:30 AM - 12:00 PM	Meridian A, E, & F
L	<b>Job Seeking Skills</b>	Friday	8:30 AM - 12:00 PM	Meridian A, E, & F
L	<b>Organizational Leadership</b>	Friday	8:30 AM - 12:00 PM	Zephyr
L	<b>Prepared Speaking</b>	Friday	8:30 AM - 12:00 PM	Twilight 1, 2 & 3
L	<b>Researched Persuasive Writing and Speaking</b>	Thursday	5:30 PM - 10:00 PM	Meridian C & G
L	<b>Researched Poster</b>	Friday	8:30 AM - 12:00 PM	Meridian G
L	<b>Speaking Skills*</b>	Friday	8:30 AM - 12:00 PM	Twilight 1, 2 & 3
<b>Teamwork Events</b>				
T	<b>Biomedical Debate</b>	Thursday	2:30 PM - 3:30 PM	Twilight 1 & 2
	<b>Biomedical Debate - Round 2</b>	Thursday	5:30 PM By Appt	Twilight 1 & 2
T	<b>Community Awareness</b>	Thursday	5:30 PM - 10:00 PM	Green Room
T	<b>Creative Problem Solving</b>	Thursday	2:30 PM - 3:30 PM	Meridian B
	<b>Creative Problem Solving - Round 2</b>	Thursday	5:30 PM by Appt.	Meridian A, E, & F
T	<b>Forensic Science</b>	Thursday	2:30 PM - 3:30 PM	Meridian A, E, & F
	<b>Forensic Science - Round 2</b>	Thursday	5:30 PM by Appt.	Meridian D & H
T	<b>Health Career Display</b>	Thursday	5:30 PM - 10:00 PM	Eclipse Expo B
T	<b>Health Education</b>	Thursday	5:30 PM - 8:00 PM	Meridian B
T	<b>HOSA Bowl</b>	Thursday	2:30 PM - 3:30 PM	Eclipse Expo B
	<b>HOSA Bowl - Round 2</b>	Thursday	5:30 PM per Sched.	Stratus 5 - 9
T	<b>Medical Innovation</b>	Friday	9:00 AM - 12:00 PM	Stratus 8 & 9
T	<b>Parliamentary Procedure</b>	Thursday	5:30 PM - 10:00 PM	Twilight 3
T	<b>Public Service Announcement</b>	Thursday	5:30 PM - 10:00 PM	Eclipse Expo A w/ Temp Walls
<b>Recognition Events</b>				
R	<b>Academic Testing Center</b>	Pre-Test		
R	<b>America's Blood Centers &amp; HOSA Blood Drive</b>	Thursday	2:30 PM - 3:30 PM	HOSA Headquarters
R	<b>Barbara James Service Award</b>	Thursday	2:30 PM - 3:30 PM	HOSA Headquarters
R	<b>Emotional Well-Being Challenge</b>	Thursday	2:30 PM - 3:30 PM	HOSA Headquarters
R	<b>Healthcare Issues Exam</b>	Friday	12:30 PM - 2:00 PM	Eclipse Expo A&B
R	<b>HOSA Happenings</b>	Thursday	2:30 PM - 3:30 PM	HOSA Headquarters
	<b>HOSA Happenings - Judging</b>	Friday	9:00 AM - 10:30 AM	HOSA Headquarters
R	<b>HOSA Service Project</b>	Thursday	2:30 PM - 3:30 PM	HOSA Headquarters
R	<b>Outstanding HOSA Achievement</b>	Thursday	2:30 PM - 3:30 PM	HOSA Headquarters
R	<b>State Officer Exam</b>	By Appt.	By Appt.	By Appt.
<b>Other</b>				
	<b>Opening Ceremonies</b>	Thursday	12:00 PM - 1:30 PM	Eclipse Expo A & Stratus 7-9
	<b>Advisor Meeting</b>	Thursday	1:30 PM - 2:00 PM	Eclipse Expo A
	<b>Utah HOSA 5K Fun Run</b>	Friday	7:00 AM - 8:00 AM	Sky Lobby
	<b>Utah Scholarship Interviews</b>	Friday	8:00 AM - 12:00 AM	Hilton Suite 107
	<b>State Officer Candidate Interviews</b>	Friday	8:00 AM - 12:00 PM	Green Room
	<b>Vendor &amp; Sponsor Booths</b>	Friday	9:00 AM - 4:00 PM	Horizon Lobby
	<b>Luggage Holding</b>	Thursday/Friday	11:00 AM - 5:30 PM	Cirrus Atrium
	<b>Educational Symposiums</b>	Thursday/Friday		
	<b>Seniors, Post-Secondary, &amp; Alumni Reception</b>	Thursday	8:00 PM - 9:00 PM	Zephyr
	<b>Closing Session &amp; Awards Ceremony</b>	Friday	4:00 PM - 6:00 PM	Eclipse Expo A & Stratus 7-9

# Utah HOSA | State Leadership Conference

## Conflicting Event Guide

At the Utah HOSA SLC, delegates may be registered to compete in multiple events that do not overlap or conflict. Delegates **MUST** attend the event orientation to be eligible to compete. There are several events that have two rounds. The test score from Round ONE will be used to qualify the competitor for Round TWO. Round TWO qualifiers will be posted near HOSA headquarters and Utah HOSA social media sites (Twitter, Instagram, and Facebook). Remind your delegates to bring copies of the guidelines with them to the event orientation. Digital copies of the guidelines are permissible. Help your delegate learn the rules of their event and what supplies they are required to bring with them. *Please Note:* Delegates attending the HOSA International Leadership Conference in June will be eligible to participate in only ONE event. In addition, competitors may participate in as many Recognition Category Events as they wish.

### **Thursday, April 11 Events**

**2:30 PM – 3:30 PM Events (with a Round 2 @ 5:30 PM Thursday) you may also choose a 4:00 PM Thursday event but NOT a 5:30 PM event due to your Round 2 schedule:**

- Biomedical Debate
- Creative Problem Solving
- Forensic Science
- HOSA Bowl
- MRC Partnership

**4:00 PM – 5:30 PM Events (with a Round 2 - Friday-AM)**

- Biotechnology
- CERT Skills
- Clinical Laboratory Science
- Clinical Nursing
- CPR/First Aid
- Dental Science
- EMT
- Healthy Living
- Home Health Aide
- Life Support Skills\*
- Medical Assisting
- Nursing Assisting
- Personal Care\*
- Pharmacy Science
- Physical Therapy
- Sports Medicine
- Veterinary Science

**5:30 PM - Events**

- Community Awareness
- Health Career Display
- Health Education
- Mental Health Promotion
- Parliamentary Procedure
- Public Health
- Public Service Announcement
- Researched Persuasive Writing and Speaking

**5:30 PM - Round 2**

- Biomedical Debate
- Creative Problem Solving
- Forensic Science
- HOSA Bowl

### **Friday, April 12 Events**

**ALL Middle School events will be held on Friday ONLY - Please review the MS schedule. Note those event that require a pre-qualifying exam.**

**If you DID NOT choose an event (with a Round 2 – Friday-AM) or you did not qualify for Round 2, you may choose from ONE of these Friday-AM options (Must Be Pre-Registered):**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>● Utah Scholarship Interviews by Appt.</li> <li>● State Officer Candidate Interviews by Appt.</li> <li>● Clinical Specialty</li> <li>● Health Career Photography</li> <li>● Health Career Preparation</li> <li>● Job Seeking Skills / Interviewing Skills*</li> <li>● Researched Poster</li> <li>● Medical Math</li> <li>● Medical Spelling</li> <li>● Medical Innovation</li> <li>● Organizational Leadership</li> <li>● Prepared Speaking / Speaking Skills*</li> </ul> | <ul style="list-style-type: none"> <li>● Family Medicine Physician</li> <li>● Epidemiology</li> <li>● Extemporaneous Writing - Health Policy</li> <li>● Medical Reading</li> </ul> |
|--|--|

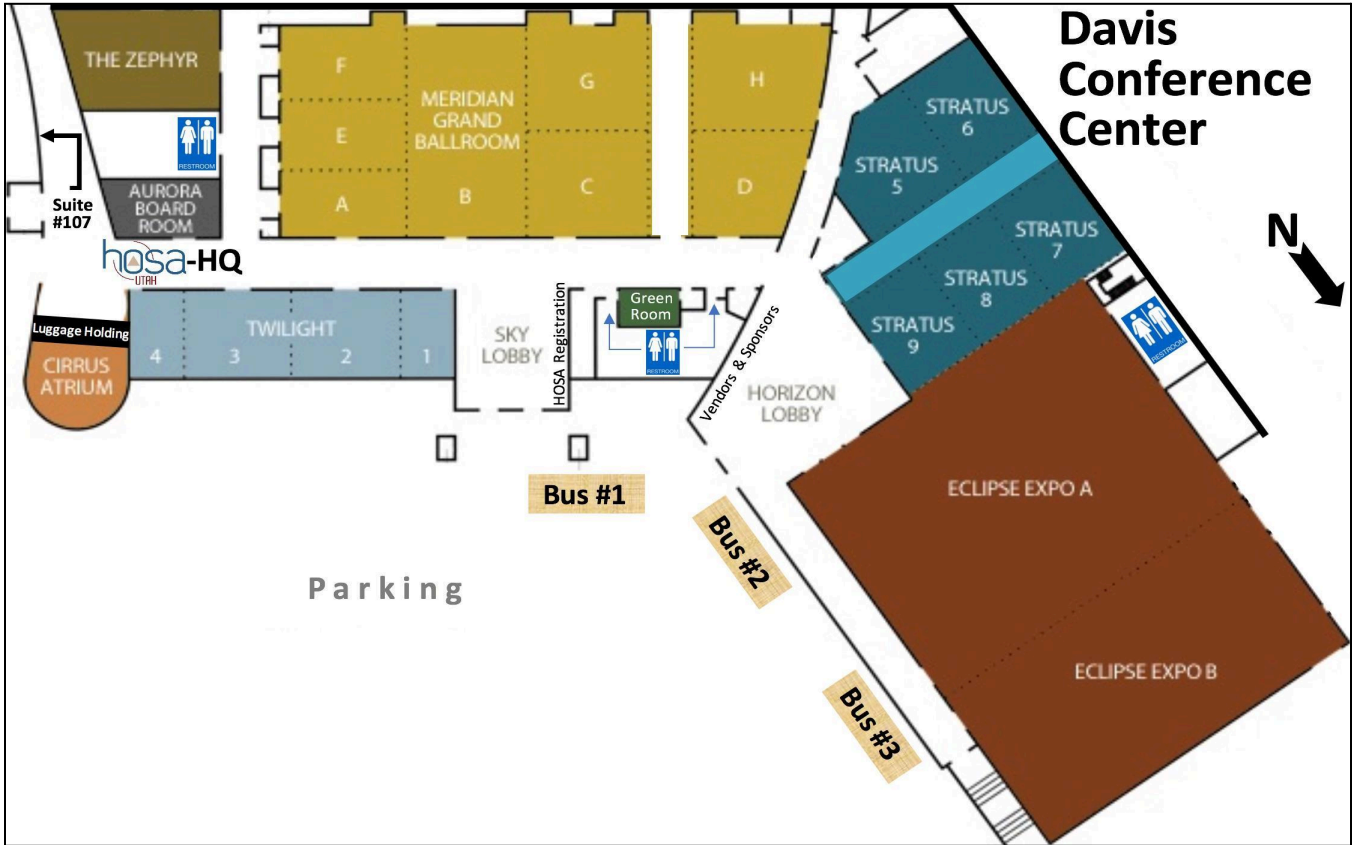
**All delegates may also compete in ONE of the following Friday-PM options:**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>● Behavioral Health</li> <li>● Cultural Diversities &amp; Disparities</li> <li>● Dental Terminology</li> <li>● Healthcare Issues Exam</li> <li>● Health Informatics</li> <li>● Human Growth and Development</li> </ul> | <ul style="list-style-type: none"> <li>● Medical Law and Ethics</li> <li>● Medical Terminology</li> <li>● Nutrition</li> <li>● Pathophysiology</li> <li>● Pharmacology</li> </ul> |
|---|---|

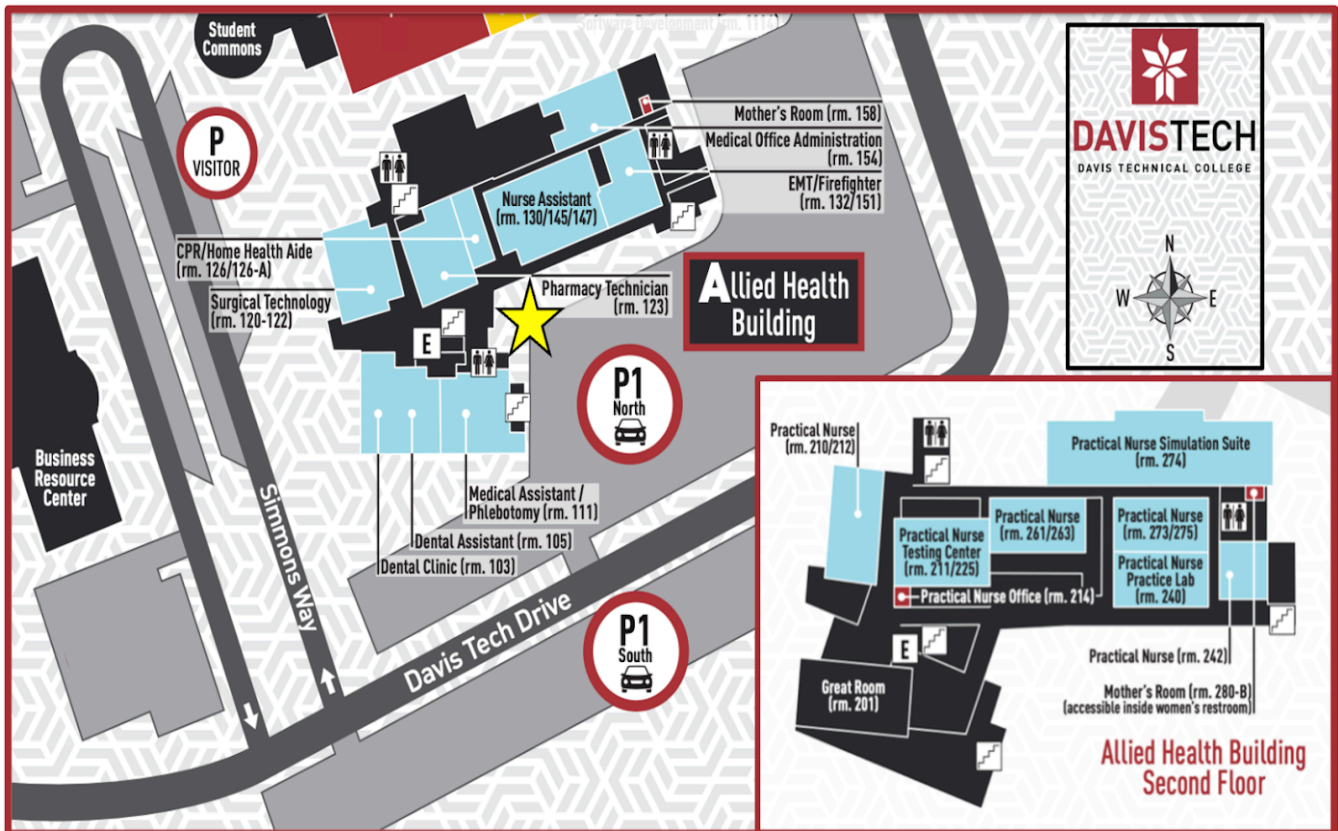
*\* Must be classified under the provision of The Individuals with Disabilities Education Act Amendments of 1997 Public Law 105-17.*

# Utah HOSA | State Leadership Conference

## Davis Conference Center - Map



## DavisTech Allied Health Building - Map



### **HOSA Competitive Events Management Team**

Each and every one of us who works with HOSA is committed to the highest standards when implementing the HOSA Competitive Events program. Integrity, honesty, trust, respect, playing by the rules, and teamwork – these define not only the goals of event management, but also the vision of our organization. Competitive events management starts with a team that includes; State Advisor, Competitive Event Chair, Deputy Competitive Events Manager, Tabulations Committee, Category Chair, Event Manager, Judge Manager and state event personnel. Everyone must work together and operate on the same page in order for the HOSA Competitive Events Program to achieve the level of success that we all desire. The HOSA Competitive Events Management Team is a group of volunteers who represent a number of HOSA school associations and the community. They serve as a liaison of Utah HOSA to ensure that our guidelines and event management tools are the best they can be at our state leadership conference.

### **The State Advisor – Denise Abbott**

The State Advisor oversees all aspects of the state conference and competition. They ensure all competitors are correctly registered for their events. They ensure that all event results are tabulated accurately and reported through HOSA HQ to International HOSA. They work with the Competitive Event Chair to resolve any issues to assure that all events are managed fairly and follow all HOSA guidelines.

### **The Competitive Event Chair – Robbie Rauzi**

The Competitive Event Chair is the conference and competitive event lead. They help all members of the management team achieve their individual goals. They also work directly with the onsite and offsite facility personnel. They serve as the liaison between the Deputy Competitive Event Manager and the State Advisor. They are stationed at HOSA headquarters and visit the events during the competition. They serve as the liaison with the hotel, conference center and/or the competitive events sites.

### **The Deputy Competitive Event Manager – Teresa Reese**

The Deputy Competitive Event Manager works directly with Category Chairs to ensure each HOSA competitive event is fully staffed with trained personnel and equitable judges. The Deputy CE Manager establishes guidelines and procedures for event personnel and judges to follow to ensure high quality experiences for HOSA competitors. They serve as a liaison between Category Chairs and the Competitive Event Chair.

### **The Tabulations Committee**

The Tabulations Committee oversees the formulation of all competitive event results received from the Category Chairs. Overseen by the State Advisor and Competitive Event Chair, the tabulations committee are responsible in determining all competitive event finalists. Individuals assigned to the Tabulations Committee have no direct interaction with the competitors.

### **The Category Chair (CC)**

The Category Chairs coach the Event Manager & Judge Manager to success. They work one-on-one to assure the EM and JM have the tools, knowledge, and skills to successfully manage a HOSA competitive event. They are on the front line, providing active support to the EM and JM while making sure they are working as a team and fulfilling their individual responsibilities. They may help the JM in recruiting judges and writing/reviewing scenarios and topics. During SLC they are on-site with their events.

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

The Event Manager is responsible for all aspects of their assigned event and ensures it runs successfully. Prior to the SLC, they will communicate with the Category Chair and determine an event supply list, scenarios, and additional needs. They may assist the Judge Manager to acquire judges and event personnel needed, including Timekeepers, Patients, Proctors, etc. During the conference, the EM conducts and directs the actual event. They manage the event details and the event personnel. They know everything that is going on in their event, keep it running on time, as well as oversee the cleanup of the site after the event. They ensure the JM, event personnel, and delegates are where they are supposed to be. They manage the room at the SLC and assure the integrity of all event forms and processes. That includes making sure that everyone follows the guidelines and does what they are supposed to do when they are supposed to do it.

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

The Judge Manager is in charge of everything that is related to the judging process of their event. This includes finding, scheduling, and communicating with judges for their event (2-3 months before competition). They will also work with the Category Chair to write and review scenarios and topics by March 15th. At the competition, they meet with and orientate the judges. They watch over everybody and everything, especially the judging process, to make sure that the guidelines are followed, and the event process meets the expectations of HOSA members and HOSA guidelines. They also triple check all rating sheets and timekeeper logs for accuracy.

## Category Chair Checklist

**Category Chair –** *The Category Chairs coach the Event Manager & Judge Manager to success. They work one-on-one to assure the EM and JM have the tools, knowledge, and skills to successfully manage a HOSA competitive event. They are on the front line, providing active support to the EM and JM while making sure they are working as a team and fulfilling their individual responsibilities. They may help the JM in recruiting judges and writing/reviewing scenarios and topics. During SLC they are on-site with their events.*

### **2-3 Months Before Competition**

- \_\_\_\_\_ Familiarize yourself with the events within your category.
- \_\_\_\_\_ Read and understand all event guidelines within your category.
- \_\_\_\_\_ Finalize your list of Event Managers and Judge Managers.
- \_\_\_\_\_ With the help of the Event and Judge Managers, begin assembling your list of Judges and Event Personnel including Timekeepers, Patients, and Proctors for each event. Send this list to the Deputy Competitive Events Manager by March 15th.
- \_\_\_\_\_ Skilled event(s) - Judge Managers will need to select event procedures and written scenarios which include skills along with a list of necessary supplies and equipment. If you need ideas, please use the Event Managers to assist. Send these to the Deputy Competitive Events Manager by March 15th.

### **1-2 Weeks Before Competition**

- \_\_\_\_\_ Skilled event(s) - Make sure that your Judge Managers have and bring all necessary equipment for their skills. *The Davis Tech/Eagle Gate will not be providing the equipment.*
- \_\_\_\_\_ Contact your Event Managers and Judge Managers to remind them of their event assignments. Ask them to do the same with their Event Personnel and Judges.
- \_\_\_\_\_ Ensure Finalized list of Event Personnel, including Timekeepers, Patients, and Proctors has been sent to the Deputy Competitive Events Manager no later than April 5th.

### **3-Days Before Competition**

- \_\_\_\_\_ Send reminder emails to your EM's and JM's reminding them when to arrive and where to check-in. Ask them to do the same with for their Event Personnel and Judges.

### **At Competition**

- \_\_\_\_\_ Identify your individual EM's and JM's. Introduce yourself and confirm that everything is in order for their event.
- \_\_\_\_\_ 20-minutes prior to your events assure that rooms are set and ready for the upcoming competition.
- \_\_\_\_\_ Help the JM direct judges to check-in, where they will receive their judge badge, map, meal ticket, and gift.
- \_\_\_\_\_ Ensure that all events are ran fairly and timely.
- \_\_\_\_\_ Assist with any uncommon circumstances that may occur. This may include: Issues with registration, dress code violations (DC), disputes, etc. These violations need to be reported on the competitor list. Remember ALL delegates are allowed to participate and delegates will NEVER be disqualified from an event. Please communicate ALL major concerns and violations to HOSA HQ (Competitive Event Chair & State Advisor).

### **After Competition**

- \_\_\_\_\_ Assure that Competitor Lists (marked up) and scantrons (if applicable) are in the "Results Envelope" and return with the event box and supplies to headquarters. Judge sheets should all be completed through the digital online form.



# Utah HOSA | State Leadership Conference

## Event Manager Checklist

**Event Manager** – Event Managers assist the Judge Manager with pre-event planning, including the scheduling of judges and event personnel. During the conference, the EM conducts and directs the actual event. They manage the event details and the event personnel, including Timekeepers, Patients, Proctors, etc. They lead the event plan. They know everything that is going on in their event, keep it running on time, as well as oversee the cleanup of the site after the event. They make sure the JM, event personnel, and delegates are where they are supposed to be. Their actions coordinate the efforts of everyone involved with the event. They manage the room at the SLC and assure the integrity of all event forms and processes. That includes making sure that everyone follows the guidelines and does what they are supposed to do when they are supposed to do it.

### **1-Month Before Competition**

- \_\_\_\_\_ Read and understand event guidelines.
- \_\_\_\_\_ Confirm and finalize your list of event personnel including time keepers, patients, and proctors..
- \_\_\_\_\_ Send this list to your Category Chair who will then forward it on to the Deputy Competitive Events Manager by March 15th.
- \_\_\_\_\_ Check in with your Judge Manager (JM) to assure that they have judges and scenarios. Assist as needed.

### **1-Week Before Competition**

- \_\_\_\_\_ Skilled event(s) – Assure that the JM has acquired all necessary equipment for the skills. *The DavisTech / Eagle Gate will not be providing the equipment.*
- \_\_\_\_\_ Send reminder emails to any Event personnel with the following information:
  - Event Guidelines (.PDF)
  - Arrival times along with information regarding meals.
  - Conference center address and map (Offsite Events will report to Davis Tech or Eagle Gate).

### **1-Day Before Competition**

- \_\_\_\_\_ Assist the JM with any help that they need contacting Judges and reminding them of the conference.

### **At Competition**

- \_\_\_\_\_ Identify your Category Chair and allow them to assist with any outstanding circumstances, keeping in mind that they will be managing multiple events. Please communicate ALL major concerns and violations to the State Advisor and Competitive Event Chair
- \_\_\_\_\_ Sign out your event box at HOSA Headquarters and prep your rooms 20 minutes prior to event.
- \_\_\_\_\_ Run a fair and timely event.
- \_\_\_\_\_ During the delegate check-in process confirm all Delegates:
  - Dress attire is within the Utah HOSA Dress code guidelines for their event.
  - Have removed name tags along with any items that may distinguish their school or chapter affiliations.
- \_\_\_\_\_ (\*\*\*) ALL delegates are allowed to participate and NEVER will a delegate be Disqualified)
- \_\_\_\_\_ If you have a written test – make sure that you identify Middle School, Secondary and Post-secondary delegates answer sheets. We will provide fluorescent dots to use.
- \_\_\_\_\_ If you have a round 2 event – inform all delegates that round 2 qualifiers will be posted near HOSA HQ or on social media. If their round 2 is off-site, remind them of the bus schedule and to plan accordingly.

### **After Competition**

- \_\_\_\_\_ Place all Competitor List (marked up) and scantrons (if applicable) in the “Results Envelope” and return with the event box and supplies to headquarters. Judge sheets should all be completed through the digital online form.
- \_\_\_\_\_ Sign in your box to HOSA Headquarters when you have completed your event.

# Utah HOSA | State Leadership Conference

## Judge Manager Checklist

**Judge Manager** – *The Judge Manager is in charge of everything that is related to the judging process of their event. This includes finding, scheduling, and communicating with judges for their event (2-3 months before competition). They will also work with the Category Chair to write and review scenarios and topics by March 15th. At the competition, they meet with and orientate the judges. They watch over everybody and everything, especially the judging process, to make sure that the guidelines are followed, and the event process meets the expectations of HOSA members and HOSA guidelines. They also triple check all rating sheets and timekeeper logs for accuracy.*

### **2 Months Before Competition**

- \_\_\_\_\_ Read and understand event guidelines.
- \_\_\_\_\_ Identify and contact potential judges for this event.
- \_\_\_\_\_ Confirm and finalize your list of Judges for each event. Send this list to your Category Chair who will then forward it on to the Deputy Competitive Events Manager by March 15th<sup>1</sup>.
- \_\_\_\_\_ Skilled event(s) – Choose your event procedures and have scenarios written. If you need ideas, please contact the State Advisor and Competitive Event Chair.
- \_\_\_\_\_ Solicit your Category Chair and Event Manager for assistance.

### **1-Week Before Competition**

- \_\_\_\_\_ Skilled event(s) - Make sure that you have and bring all necessary equipment for the skills. *The DavisTech / Eagle Gate will not be providing the equipment.*
- \_\_\_\_\_ Send reminder emails to your Judges with the following information:
  - Event Guidelines (.PDF)
  - Arrival times along with information regarding meals.
  - Conference center address and map (Off-site events will report to Davis Tech or Eagle Gate).

### **1-Day Before Competition**

- \_\_\_\_\_ Resend reminder emails to your Judges.

### **At Competition**

- \_\_\_\_\_ Identify your Category Chair and allow them to assist with any outstanding circumstances, keeping in mind that they will be managing multiple events. Please communicate ALL major concerns and violations to the State Advisor and Competitive Event Chair.
- \_\_\_\_\_ Direct judges to check-in where they will receive their judge badge, map, meal ticket, and gift.
- \_\_\_\_\_ During the delegate check-in process – in a separate space – orient your judges to the event guidelines, judging sheets, scenarios, secret topics, dress code, etc.
  - After judge orientation, assist the Event Manager finalize the delegate check-in process.
- \_\_\_\_\_ Run a fair and timely event.
- \_\_\_\_\_ If you have a written test – make sure that you identify Middle School, Secondary and Post-secondary delegates answer sheets. We will provide fluorescent dots to use.
- \_\_\_\_\_ If you have a round 2 event – inform all delegates that round 2 qualifiers will be posted near HOSA HQ or on social media. If their round 2 is off-site, remind them of the bus schedule and to plan accordingly.

### **After Competition**

- \_\_\_\_\_ Work with the Event Manager to place all Competitor List (marked up) and scantrons (if applicable) in the “Results Envelope” and return with the event box and supplies to headquarters. Judge sheets should all be completed through the digital online form.
- \_\_\_\_\_ Complete and return the judge information sheet to your Category Chair so that we can contact all judges in the future.