

## MA – Medical Assisting

<b>Local Advisor “Event Manager”</b>	
<b>Event Location</b>	Wednesday, March 11 (Please see schedule for time and location)
<b>Personnel</b>	2 judges: Judges will be Time keeper
<b>Event Supplies</b>	See Procedures Below: notepads, calculators, stopwatch, pens/pencils for judges, appointment time cards, equipment specific to the skills tested as per Montana HOSA
<b>Event Supplies brought by Competitor</b>	Watch with second hand/timer, Pens/pencils, event guidelines (hard copy or digital), appropriate PPE, non-latex surgical gloves
<b>Preliminary Registration</b>	Secondary =
<b>Dress Code</b>	Attire appropriate to the occupational area
<b>Orientation</b>	<ul style="list-style-type: none"> <li>- Explain the event to the students and that you will hand out individual timecards. Students will return to the event room at least 5 minutes before their allotted time. <b>Students will have a secret scenario to solve when it is their turn to compete. Students not share the secret scenario when they leave the event as it is an automatic disqualification.</b></li> <li>- Ask for student questions</li> <li>- Distribute appointment times to all students</li> </ul>
<b>Round # 1</b>	Online test that students have taken prior to arriving at SLC.
<b>Round # 2</b>	Skill procedures will be performed by each student Judge will then have __ minutes to finish scoring rubrics and add up scores between competitors.
<b>Scoring</b>	Please fill-out the rating sheets corresponding to each of the two skill procedures and return to HOSA Headquarters.