

Washington HOSA

Program of Activities/Program of Work Extended Learning Documentation

Leadership and employability skills are developed and practiced at the highest professional level through state-recognized Career and Technical Student Organizations. Leadership skills empower each student to assume responsible roles in family, community, and business and industry environments. The Health Occupations Students of America (HOSA) Program of Activities (POA)/Program of Work (POW) documentation demonstrates the activities students have an opportunity to be engaged in that extend learning beyond the classroom/laboratory into the community and provide real world value. This will include community service activities and leadership skill development opportunities available at the local, regional, state, national and international level, and will reflect activities available for your local chapter HOSA members. This form should be completed on an **annual** basis to reflect the student-developed program of work and supports student planning efforts. **HOSA specific resources are linked here to help aid local chapters in completing or understanding the purpose of the POA/POW.** www.wahosa.org, www.hosa.org.

Course Information

School District:	Building(s):	Instructor(s):
Program Area: Choose an item.	CIP Code(s):	School Year: 2024-2025

Minimum Qualifications Checklist – Leadership Organization

(All boxes must be checked.)

- ☒ Student Leadership Structure Established (e.g., Elected officers, committee structure, group roles)
- ☒ Student led organization; activities are planned, conducted, and evaluated by students
- ☒ Activities are conducted under the management and/or supervision of a certified CTE instructor

Program Components Reflected in Program of Activities

(Check all boxes that apply.)

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| <input checked="" type="checkbox"/> Organization and Management
<input checked="" type="checkbox"/> Planning and Evaluation
<input checked="" type="checkbox"/> Community Service
<input checked="" type="checkbox"/> Leadership Development or Demonstration | <input type="checkbox"/> Finance and Fundraising
<input checked="" type="checkbox"/> Competitive Events
<input checked="" type="checkbox"/> Employability and Career Skills | <input checked="" type="checkbox"/> Student Recognition
<input checked="" type="checkbox"/> Recreational and Social
<input checked="" type="checkbox"/> Public Relations and Advocacy
<input type="checkbox"/> Other |
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Annual Program of Activities

Activities reflected should only address extended learning components of the program. These should be learning and teaching activities **related to the career and technical education course** or program competencies which occur **beyond the scheduled school day and/or school year** under the supervision of a

certified CTE teacher. Activities should place emphasis on personal and group activities that improve life skills and align with 21st Century Leadership skills, encourage students to work together, and include cooperative activities with other groups that make the community a better place to live and work.

National or State Events				
Activity/Event	Program Component	Description	Who/When (Responsible Lead/ Expected Completion Date)	Focused 21 st Century Leadership Skill
State Officer Leadership Training (SOLT)	Leadership Organization and Management Planning and Evaluation	Establishing goals for the rest of the year, creating the Program of the Work, team bonding, leadership training and skills development	State Officer Team (5/18-5/21)	1.B: Work Creatively with Others
International Leadership Conference (ILC)	Competitive Events Leadership Development or Demonstration Organization and Management	Compete internationally, learn from IEC, apply those skills in our leadership development, give back through Courtesy Corps + voting dels	State Officer Team (6/24-6/30)	10.B.1 Demonstrate additional attributes associated with producing high quality products including the abilities to...
Washington Leadership Academy (WLA)	Leadership Public relation and advocacy Leadership development and demonstration	Build networking skills and apply leadership skills in our respective CTSOs as well as prompting the passion and comprehension of healthcare	State Officer Teams and IEC (9/26-9/30)	12.C Civic Literacy
Fall Leadership Conference (FLC)	Leadership development and demonstration Public Relations	Meet with parts of the state before competition season starts, conduct workshops and events (like blood drives) to motivate members and gain medical skills, to join competitive events at SLC later on in the year	State officers HOSA Members - East and West (Late October/Early November)	11.A Guide and Lead Others 9.A Interact Effectively with Others
Advocacy Day	Advocacy for CTSO Representation and Funding within School Districts and State	Meet with government officials, advocate for importance of career technical education + CTSO, networking opportunity, lobbying	CTSO officers (January)	3.A Communicate Clearly
Diversity and Inclusion in Healthcare (DIHC)	Career skills	Host a panel with professionals from diverse backgrounds in collaboration with WCTSMA	All State Officers (February)	2.C.2 Analyze and evaluate major alternative points of view

				2.D.2 Identify and ask significant questions that clarify various points of view and lead to better solutions
State Leadership Conference (SLC)	Competitive Events Public Relations and Advocacy	Compete in events and ensure HOSA thrives through the promotion of medical science through a variety of workshops, keynote speakers, and building a community through participation in competitive events. Social networking amongst state members through dances, karaoke nights, and casual events.	State Officers HOSA Members (Mid-March)	3.A Communicate Clearly
Locally Planned and Developed Events				
Activity/Event	Program Component	Description	Who/When (Responsible Lead/ Expected Completion Date)	Focused 21st Century Leadership Skill
Social Media (Instagram + YouTube)	Publicity and Outreach Student Recognition Recreational and Social	Medical Monday, Trivia Tuesday, What's up Wednesday Other: Birthday Posts, Event Countdowns, Officer Takeovers, Reminder Posts	Monday - First 3 Mondays post a career highlight . Last Monday is a story post highlighting what other chapters did throughout the month. Tuesday - Post on the story a trivia question asking members to answer. Wednesday - First Wednesday is a story post summarizing what's going to happen in the month. Also add a monthly challenge for the members to do.	3.A Communicate Clearly 10.B Produce Results 12.D Health Literacy

			<p>Deadlines - Make a post a week before big deadlines. Repost on story a day before deadline as a reminder.</p> <p>Thursday/Friday - Any other updates throughout the month</p>	
Newsletter	Recreational and Social Organization and Management Planning and Execution	Sending out a newsletter with information for the rest of the month to all advisors and opt in students (posted to website)	Monthly (State Officers prepare a pdf which Executive Director will send out)	3.A Communicate Clearly
State Officers- Office Hours/Zoom Chat	Organization and Management Recreational and Social	Monthly zoom meeting with at least 2-3 state experienced officers on a topic regarding growth in leadership development, or a certain topic requested by HOSA members via WAHOSA insta story data.	Monthly zoom call with state officers and HOSA members, either answering questions, providing info, or presenting a specific workshop.	11.B Be Responsible to Others Student Outcome: The student will identify and analyze the characteristics of family, community, business, and industry leaders.
Chapter Recognition	Membership	Promote chapters on our Instagram and through awards at SLC	Monthly Social Media Calendar maintained by all State Officers	11.A Guide and Lead Others 9.A Interact Effectively with Others
Chapter Visits	Membership and Outreach	Setting a goal of each officer going to at least 3 chapters throughout year	Goal of 3 each by all State Officers	9.A Interact Effectively with Others Demonstrate initiative to advance skill levels towards a professional level
State-Wide Mentorship and Study Program	Community Bonding	Implementing a state-wide mentorship program (with email opt-in when registering for SLC) to connect experienced members with new members	A few rotating State Officers	8.C.1 Go beyond basic mastery of skills and/or curriculum to explore and expand one's own learning and opportunities to gain expertise

				8.C.2 Demonstrate initiative to advance skill levels towards a professional level 8.C.3 Demonstrate commitment to learning as a lifelong process
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Additional activities may be added to this template, as needed.

*Submission of the HOSA Program of Activities/Program of Work - Extended Learning Documentation template is assurance that HOSA Program of Work is **annually** planned and that associated activities are active on campus as a required component of the CTE educational program.*