

THE HOSA PROGRAM OF WORK “The Blueprint For Action”

One of the first tasks that must be accomplished in HOSA Chapter management is to plan a Program of Work (POW).

A POW, sometimes referred to as a Program of Activities, is a written outline of the activities a HOSA Chapter plans to accomplish during the year. There are many valuable activities that may be included, which provide services to students and others through involvement in leadership development, community awareness, skill training, and social/cultural events. A well-balanced and carefully planned POW involves a variety of experiences designed to include involvement of members in the selection, scheduling and financial management of their activities. A local Chapter's POW also should reflect the program activities of the district, state, and national HOSA associations.

The POW indicates the general scope of a plan; serves as a blueprint or roadmap to give direction for a plan of action; enables activities to be conducted systematically rather than in a laissez-faire manner; presents the main objectives to be accomplished, and outlines the activities or process, cost, time resources, completion date, product, and evaluation.

The POW provides a basis for Chapter budget development and a written plan for the instructor, as well as for supervisors, directors, administrators, and students.

Suggested HOSA Chapter Activities

HOSA Chapters can best serve their schools and communities by providing a variety of activities throughout the year which will enhance the members' knowledge, skills, and attitudes. Activities in the following areas may be considered in developing a program of work.

Career-Related Activities

Most Chapters provide professional informational meetings to enhance their members' knowledge of various fields. Guest speakers, panel discussions and films are frequently scheduled for meetings, and many Chapters take field trips to hospitals, clinics or other health-care facilities to study specific procedures, activities or problems relating to their health science instruction.

Competitive activities and project participation also are considered professionally oriented activities. Local Chapters are usually the scene of competitive event preparation: Local, State and National Conferences provide the proving grounds for students to test their knowledge, skills and ability with those of others. Recognizing individual achievement is only one objective of HOSA competitive events and projects. Their basic purposes are to improve the knowledge and skills of students. Through practice and application, students profit from their experiences.

Alumni Involvement

Alumni follow-up is yet another type of professionally-oriented activity. Many Chapters sponsor annual socials in honor of former students. Alumni Chapters can establish scholarships in local colleges that can be awarded to deserving graduates.

Community Activities

Civic projects can develop a wholesome reputation for a HOSA Chapter. Many Chapters sponsor or co-sponsor activities with health organizations such as blood drives, health screening programs and others. Activities of this nature offer a valuable service to the community and develop respect for the local Chapter. The primary project that HOSA has developed in this area is the Community Awareness Project, focusing on health-related issues.

Other civic activities inform the public about HOSA and develop good public relations. Chapters often enter floats in parades and, sponsored by the Chamber of Commerce and other local community or professional organizations, a HOSA Chapter may provide a worthwhile service to their local medical community by conducting projects relevant to community health awareness or improvement.

Most schools offer a multitude of opportunities for a Chapter to be of service. Some Chapters assist in school wide activities, such as cleanup drives and citizenship campaigns. Others decorate the school, local buildings, or parks on special occasions such as Christmas, Halloween, Easter, and Thanksgiving. Speakers or films of general interest can be presented to the student body in open meetings of the Chapter.

Benevolent Activities

Benevolent activities involve the helping of others with no regard for recognition other than the satisfaction derived from helping those in need. Some suggestions might include sponsoring a child or senior citizen support program and helping provide for him or her through the year, sponsoring a Christmas party for needy children or an orphanage, and preparing Thanksgiving and Christmas boxes for the needy. Civic organizations can be contacted for additional ideas for benevolent activities in local communities. Chapters can operate continuous projects by assisting local welfare agencies. Certainly, the possibilities to serve the needy and the ill are unlimited.

HOSA members are recognized for service learning through the National Service Project event and the Barbara James Service Award. (See Section B of the **HOSA Handbook** for specific recognition guidelines.)

Social/Leadership Activities

Chapters should provide recreation for their members. Socials can be used to acquaint others with HOSA. Chapters which invite visitors, such as faculty members, doctors, nurses or other professionals as well as prospective students and parents to their socials usually receive increased public interest as their reward.

Leadership activities provide many opportunities for both personal and professional growth and development. Each HOSA Chapter must have leaders who have the ability to:

- Inspire or influence the actions of others
- Make decisions
- Initiate activities through careful planning
- Respect the rights and dignity of others

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

June- Attend the National Leadership Conference

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.

PROGRAM OF WORK - MONTHLY PLAN

CHAPTER:

July	January
August	February
September	March
October	April
November	May
December	June

PROGRAM OF WORK PLANNING SHEET

Note: *Chapter leaders should prepare one planning sheet per goal.*

Goal 1:

1 Objectives

2 Activities

3 Resources

4 Time

5 Cost

6 Beginning/
Completion
Date

7 Product