



# Course Syllabus

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NOTE: This syllabus is subject to change during the semester. Please check this syllabus on a regular basis for any updates.

**Department** : Nursing- Vocational

**Course Title** : Essentials of Medication Administration

**Section Name** : A9

**Start Date** : 08/27/2012

**End Date** : 12/14/2012

**Modality** : WEB-ENHANCED

**Credits** : 3

## Instructor Information

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**Name** : Christina Chavez

**OC Email** : [cchavez@odessa.edu](mailto:cchavez@odessa.edu)

**OC Phone #** : 432-524-4022

## Course Description

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VNSG 1327 Essentials of Medication Administration (51.1613) (2-4)

3 hours

General principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement. The student will demonstrate accurate dosage calculation; discuss the principles of safe medication administration; and identify the elements of accurate documentation of medication administration. Math proficiency is determined by examination.

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**Prerequisite:** Program Admission.

**Co requisites:** VNSG 1260, VNSG 1327, VNSG 1502, and VNSG 1505.

## **Course Objectives**

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Upon successful completion of this course students will be able to:

- Compute safe conversion from household measure to metric measures
  - Identify the 5 rights to medication administration
  - Identify 5 essential elements in reading a medication label
  - Discuss the safe principles of safe medication administration and describe the impact of medical errors on patient outcomes
  - Relate patient safety to the calculation and delivery of medications and determine individual responsibility in maintaining a safe patient environment
  - Demonstrated safety in the handling, preparing and administering medication
  - Demonstrate competency in the documentation of medication administration
  - Demonstrate accurate calculation of medications
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## **Method of Presentation:**

Lecture, demonstrations, laboratory practice, reading assignments, video, and outside projects and assignments.

## **Professional Behavior:**

Professional behavior is absolutely essential both while in the classroom and the clinical setting as well as after graduation. Professional behavior expectations are clearly stated in the student handbook. If a faculty member observes consistent failure to demonstrate acceptable professional behavior by a student, the faculty will implement the process for counseling the student. Failure to respond appropriately to counseling regarding professional behavior will result in dismissal from the program.

## **Attendance:**

Regular attendance at lecture and lab is essential and required for compliance with Board of Nursing Program requirements. Non-attendance on the part of a student may directly impact the course grade and may ultimately lead to dismissal from the program. The student must be prompt in reporting for classroom. Tardiness, which is defined as being late in excess of ten minutes, is not professional and is an unacceptable practice. Absences are discouraged.

A student should attend all lecture and laboratory sessions. Missed lecture time will require the completion of assigned missed work beginning when student has missed 1 hour of class time. Work assigned will correspond to amount of class time missed. Habitual or patterned

absenteeism in lecture or lab will not be tolerated. As soon as the problem is identified, the student will be required to meet with the faculty to determine a course of action. If the problem is not corrected, the student will be subject to dismissal from the program.

Absences in laboratory sessions are particularly problematic in that the student loses the opportunity to witness the demonstration or practice the skill being taught. Students will be penalized for missing any major lab session. Arrangements will need to be made to coordinate with the faculty schedule.

All absences must be reported to the appropriate faculty member prior to the start of class. If the faculty member cannot be reached directly, a voice mail message may be left on the school phone. Failure to notify the faculty prior to an absence will affect the student course completion efforts.

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### **Required Readings/Materials**

You must purchase the following *required* reading/ materials:

Calculation of “Drug Dosages A Work Text, 9<sup>th</sup> Edition; Ogden, Sheila J. and Fluharty, Linda K; Elsevier Mosby. (2012).

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### **Course Requirements (Lectures, Assignments and Assessments)**

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Acceptance of Late Assignments:

Projects or outside assignments are due at the beginning of class on the assigned due date.

Missing or late assignments will not be accepted.

Missing an Exam:


Exams are defined as formally scheduled examinations covering a major portion of the course content and make up 75 percent of the overall grade for a course. Every effort should be made by the student to be present for all exams. If it is necessary for a student to miss an exam, the instructor must be notified and the exam must be taken on the next class day the student is present. 10 points will be taken off of the grade as a penalty for taking the examination late. The instructor has the option to give the same exam or to make up another examination over the same content. If the exam is not made up within the first class day an additional 10 points will be taken off for each day the exam is not taken (including Saturday and Sunday).

Quizzes:


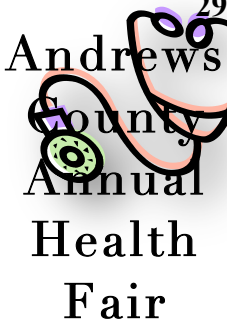
Daily work will include quizzes. If the student misses a quiz due to being absent, the student will not have the option to make-up the quiz. Zeros will be recorded and averaged in the final grade.

### **Summary of Assignment and Activities**

# August 2012

nday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b>  <b>Welcome Orientation Introductions Rosters Bio sheets Student Handbook</b>	<b>28</b> Physical Forms Gloria Hearne 0900 Elsevier Orientation 1030-1200 Student Guidelines 1300 ATI, Blackboard Assign motivation posters	<b>29</b> Student Success Center 0830 Back ground checks Scrubs & Duds 1000 1300 Hospital DS	<b>30</b> Skills Unit 1:1,2 0830-1000  PRMC Physicals 1300- ?	<b>31</b> Skills Unit 1:1,2 0830-1000 Micro. Unit 1	


# September 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						<b>1</b>
<b>2</b>		<b>3</b> <b>4</b> Skills Unit 1; Exam Skills Unit 2: 3 Micro Unit 1	<b>5</b> Skills Unit 2: 3,4 Micro Unit 1	<b>6</b> Skills Unit 2: 5, 6 Micro Unit 1 Exam	<b>7</b> Skills Unit 2: Exam Skills Essay Due Micro Unit 2	<b>8</b>
<b>9</b>	<b>10</b> Skills Unit 3: 10,17,22,18 Micro Unit 2	<b>11</b> Skills Unit 3: 10,17,22,18 Micro Unit 2	<b>12</b> Skills Unit 3: 10,17,22,18 Micro Unit 2	<b>13</b> Skills Unit 3: 10,17,22,18 Skills Lab Practice: hand washing, sterile gloves, Bed bath, bed making	<b>14</b> Micro Unit 2: Exam Skills Lab practice hand washing, Sterile Gloves, Bed bath, bed making	<b>15</b>
<b>16</b>	<b>17</b> Skills Unit 3: Exam 0830-0945 Skill Lab: Hand washing, Sterile glove Check off	<b>18</b> Skills Unit 4: 7,8,9 Micro Unit 3	<b>19</b> Skills Unit 4: 7,8,9 Micro Unit 3	<b>20</b> Skill Unit 4: 7,8,9 Micro Unit 3	<b>21</b> Skills Unit 4: Exam Skills Unit 5: 11,12,13,14 Micro Unit 3	<b>22</b>
<b>23</b>	<b>24</b> Skills Unit 5: 11,12,13,14 Micro Unit 3 Exam Micro Projects Presentation	<b>25</b> <div style="border: 2px solid red; padding: 10px; text-align: center;"> <b>CPR Training</b>  <b>0900-1600</b> </div>	<b>26</b>	<b>27</b> Skills Unit 5: 11,12,13,14 Skills Lab Practice: Vital signs, Assessments	<b>28</b> Skills Unit 5: Exam Skills Lab Check off: Vital signs, Assessments	<b>29</b> 
<b>30</b>						

# October 2012


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b> Skills Unit 6: 15,16,19 Med Admin Unit 1	<b>2</b> Skills Unit 6: 15,16,19 Skills Lab Practice: intake & output Med. Admin Unit 1	<b>3</b> <b>Clinical Orientation Andrews/Seminole</b>	<b>4</b> Skills Lab Check Off: Bed baths/Bed making, I & O	<b>5</b> Skills Unit 6: Exam Skills Unit 7: 20,23,24,25,26	<b>6</b>
<b>7</b>	<b>8</b> Skills Unit 7: 20,23,24,25,26 Med Admin Unit 1: Exam	<b>9</b> Skills Unit 7: 20,23,24,25,26 Med Admin Unit 2	<b>10</b> <b>Clinical Day</b>	<b>11</b> <b>Clinical Day</b>	<b>12</b> Med Admin Unit 2 Skills Unit 7: 20,23,24,25,26	<b>13</b>
<b>14</b>	<b>15</b> Skills Unit 7: Exam Skills Unit 8: 32,33,34	<b>16</b> Med Admin Unit 2: Exam Med Admin Unit 3 Skills Unit 8: 32,33,34	<b>17</b> <b>Clinical Day</b>	<b>18</b> <b>Clinical Day</b>	<b>19</b> Med Admin Unit 3 Skill Unit 8: 32,33,34 Skills Lab practice: injections	<b>20</b>
<b>21</b>	<b>22</b> Skills Unit 8: 32,33,34 Med Admin Unit 3 Skills Lab practice: injections	<b>23</b> Skills Unit 8: Exam Med Admin Unit 3 Exam Skills Lab Check Off: Injections	<b>24</b> <b>Clinical Day</b>  <b>TAVNE</b>	<b>25</b> <b>Clinical Day</b>  <b>TAVNE</b>	<b>26</b> Skills Lab Practice: Med. Admin.  <b>TAVNE</b>	<b>27</b>
<b>28</b>	<b>29</b> Skills Unit 9: 28-31 Skills Lab practice: wound care, PPE, TED hose Med Admin Unit 4	<b>30</b> Skills Unit 9: 28-31 Skills Lab Check Off: wound care, PPE, TED hose Med Admin Unit 4	<b>31</b> <b>Clinical Day</b>			

## November 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				<b>1</b> <b>Clinical Day</b>	<b>2</b> Skills Unit 9: 28-31 Skills Lab Practice: NG Tube	<b>3</b>
<b>4</b>	<b>5</b> Med Admin Unit 4 Exam Skills Unit 9: 28-31 Skills Lab Check Off: NGT	<b>6</b> Skills Unit 9: 28-31 Skills Lab Practice: Foley Cath, Enema, ostomy care	<b>7</b> <b>Clinical Day</b>	<b>8</b> <b>Clinical Day</b>	<b>9</b> Skills Unit 9: Exam Skills Lab Check Off: Foley Cath	<b>10</b>
<b>11</b>	<b>12</b> Med Admin Unit 5	<b>13</b> Med Admin Unit 5	<b>14</b> <b>Clinical Day</b>	<b>15</b> <b>Clinical Day</b>	<b>16</b> Med Admin Unit 5	<b>17</b>
<b>18</b>	<b>19</b> Med Admin Unit 5 Exam	<b>20</b> Fall Med Admin Competency 1	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
						
<b>25</b>	<b>26</b> Skills Unit 10: 21,36,37,38 Issue ATI Practice exam codes	<b>27</b> Skills Unit 10: 21,36,37,38 Fall Math Comp. 2	<b>28</b> <b>Clinical Day</b>	<b>29</b> <b>Clinical Day</b>	<b>30</b> Skills Unit 10: 21,36,37,38 Skills Lab: O2 Demo	

## December 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						<b>1</b>
<b>2</b>	<b>3</b> Skills Unit 10: Exam	<b>4</b> Fall Math Comp 3	<b>5</b> Skills Final Review	<b>6</b> Skills Final Review	<b>7</b> ATI Fundamentals	<b>8</b>

					Proctored Exam Med Admin Final Review	
<b>9</b>	<b>10</b> Med Admin Final	<b>11</b> Skills Final	<b>12</b>	<b>13</b> ATI Remediation Due	<b>14</b> <b>Last day of Fall Semester</b>	<b>15</b>
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b>	 <b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
<b>30</b>	<b>31</b>					

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## Grading Policy

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1. A minimum grade of C is required in all nursing and allied health courses. Each component within a course must be completed with a C or above or the student will receive a failing grade. A student who fails to attain 75% on a unit examination must provide documentation of remediation by an approved tutor or student mentor. Arrangements must be made in conjunction with an instructor in the program.
2. A minimum grade of C must be maintained in the clinical area. This grade will be derived from the averages on nursing care plans, case studies, and all other written clinical assignments. Written work will be factored into the clinical nursing grade which is either 'Pass' or 'Fail.'
3. Any grade below 75% will be considered failing.
4. A report of grades will be distributed to each student at the completion of each semester.
5. A minimum grade of 90% is required on the math competency examination which is administered each semester. The student will have 3 opportunities to pass this examination. A student who does not successfully pass the examination on the first and second attempts will be required to show evidence of remediation with either an instructor or a student who has attained 95% or above on the examination. A student who is unable to pass the competency examination on the third opportunity will be dismissed from the program.

A = 90 to 100 B = 80 to 89 C = 75 to 79 D= 60 to 74 F = Below 60



Tests and Quizzes.....	75%
Daily Work .....	25%

The Odessa College Student Success Coaches will help you stay focused and on track to complete your educational goals. If an instructor sees that you might need additional help or success coaching, he or she may submit a Retention Alert or a Starfish Alert. A student Success Coach will contact you to work toward a solution.

## Special Needs

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Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

## Learning Resource Center (Library)

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The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the "[Ask a Librarian](#)" service provide additional help.

## Student E-mail

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Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

## Student Portal

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Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

## Technical Support

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For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at [https://www.odessa.edu/dept/ssc/helpdesk\\_form.htm](https://www.odessa.edu/dept/ssc/helpdesk_form.htm).

## Important School Policies

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For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or students' and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

