

Imperial Valley College Course Syllabus – MA084 PHARMACOLOGY AND ADMINISTRATION OF
MEDICATIONS

Basic Course Information

Semester	Fall 2016	Instructor (s) Name	Jason Hobbs, RN, MSN-ED Lidia A. Trejo, CCMA-AC
Course Title & #	MA084 Pharm & Admin of Meds	Email	jason.hobbs@imperial.edu lidia.trejo@imperial.edu
CRN #	10846	Webpage (optional)	
Room	2735 (TR), 2150 (S)	Office	Part-Timers: Room 809
Class Dates	08-16-16--- 10-09-16	Office Hours	n/a for part-time faculty
Class Days	Tuesdays, Thursdays & Saturdays	Office Phone #	760 – 355 - 6468
Class Times	5:30 – 8:50 pm 8:00 – 2:20 pm (S)	Office contact if student will be out or emergency	Same as above
Units	3.5		

Course Description

This course is designed to prepare students to understand medical, legal, and ethical aspects of medical assisting in regards to medication classification, use of PDR, proper storing of medications, identification of adverse medication reactions, medication administration, medication calculations, mathematic conversions, medication safety, prescription refills, patient safety, patient teaching, identification of proper syringes and needles for injections, proper use of sharps containers and disposal of sharps, identification and intervention of anaphylactic reactions, and documentation of medication administration.

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Demonstrate legal and ethical knowledge related to medication administration in the medical office.
2. Demonstrate appropriate administration of medication by three separate routes.
3. Identify warning signs of a pending allergic or anaphylactic response.

Course Objectives

1. Discuss legal standards and regulations for medication administration.
2. Discuss DEA guidelines.
3. Demonstrate knowledge of various drugs classifications.
4. Discuss the need for patient education.
5. Compute medication orders by use of math skills.
6. Determine proper site selection for injection.
7. Read and write prescriptions.
8. Process pharmacy calls for new and refill prescriptions.
9. Demonstrate legal and ethical knowledge concerning pharmacology.
10. Demonstrate knowledge of the types of injections used for the instillation of medication in the patient.
11. Demonstrate competency levels for the three types of injections administered.
12. Demonstrate knowledge of all the various routes of medications other than injectable and provide patient instruction for application.
13. Choose proper equipment for medication order.
14. Demonstrate knowledge of warning signs of allergic response and anaphylactic reaction.
15. Demonstrate ability to effectively use the PDR.

Textbooks & Other Resources or Links

1. Text: Today's Medical Assistant and the accompanying workbook.
Author: Bonewit-West, Hunt, Applegate
Publisher: Saunders
ISBN: 978-0-323-31127-4

Course Requirements and Instructional Methods

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

Course Grading Based on Course Objectives

Testing: Every student is responsible for taking all examinations. THERE ARE NO MAKE UPS! Unless prior arrangements are made with the instructor, except for written final or skills final.

To be eligible for a make-up exam, you must notify me (by phone or email) before the start of the exam as to why you cannot be present for the exam. Make up exams must be taken within one week of the scheduled exam day.

Tests are usually given at the beginning of the lecture or laboratory period. Tardy people may attempt the exam if he or she arrives before the last non-tardy student has turned his or her test. When the last non-tardy person turns in the test, all others must be turned in at that time.

Grading system:

A = 90 – 100%

B = 80 – 89%

C = 70 – 79% minimal requirement to pass this class and to advance to AHP82

Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See General Catalog for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.
- Class will be held on Tuesdays, Thursdays and alternating Saturdays. However, the instructor reserves the right to change alternating Saturdays according to time constraints and the holiday schedule.
- Students are required to attend all classes, and will be dropped upon the third absence. Tardiness will be counted as an absence after the third incident, regardless of time missed. Leaving early counts as a tardiness.
- Attendance is recorded and reported with your test scores and final grades to the registrar's office at the end of the term. Attendance itself does not constitute to the calculation of the grade.

Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class unless otherwise directed by the instructor. If your job or family situation requires constant contact, use the vibrating device on your phone or pager. Students who do not comply will be asked to leave the room for the day.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the General Catalog.
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

Academic Honesty

- Plagiarism is to take and present as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to correctly 'cite a source', you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General School Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment ;(c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment, (e) use of a commercial term paper service

Additional Help – Discretionary Section and Language

Laboratory Policy: You will be responsible for conducting yourself properly and safely during laboratory practice. This includes handling supplies and equipment carefully, following instructions, putting items back where you found them, and cleaning your area before leaving.

- Blackboard support center: <http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8543>
- Learning Labs: There are several 'labs' on campus to assist you through the use of computers, tutors, or a combination. Please consult your college map for the Math Lab, Reading & Writing Lab, and Learning Services (library). Please speak to the instructor about labs unique to your specific program.
- Library Services: There is more to our library than just books. You have access to tutors in the learning center, study rooms for small groups, and online access to a wealth of resources.

Disabled Student Programs and Services (DSPS)

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Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313 if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a fulltime mental health counselor. For information see <http://www.imperial.edu/students/student-health-center/>. The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the IVC General Catalog available online at http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762

Information Literacy

Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at <http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/>

Anticipated Class Schedule / Calendar

Date	Lecture	Test/ Quiz	Assignment	Skill
8/16/16 Tuesday	Introduction to AHP 084. AHP 086 Requirements.		Syllabus Review	Medication Errors
8/18/16 Thursday	Introduction to Chapter 26 Administration of medication.		Unit 9 Handout	
8/23/16 Tuesday	Forms of drugs: liquids, solids & semisolids, other delivery systems.		Unit 10 Handout	
8/25/16 Thursday	The prescription. The medication label. Medication Orders		Study Table Abbreviations & Symbols. Unit 11 Handout	Prescription Label Handouts
8/27/16 Saturday	The "six rights" of medication administration.	Table		Use of PDR, drug reference resources. Classification of medications. Six rights of Med Admin
8/30/16 Tuesday	Metric system guidelines.		Unit 4 Handout	

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9/1/16 Thursday	Household & Apothecary measurements.		Unit 5 Handout	
9/6/16 Tuesday	Administration of medication.			
9/8/16 Thursday	Calculation of drug dosages.		Medication Calculation Handout	
9/10/16 Saturday				Medication Labels, medication math. Review of metric system. Prescription refills.
9/13/16 Tuesday	Calculating adult's dosages. Administration of medications. The "six rights". Medication error. Patient assessment.		Unit 12 Handout	
9/15/16 Thursday	How to calculate unit dosages. Insulin/Diabetes precautions.		Review for Math Test	Group assignment due: Insulin/diabetes.
9/17/16 Saturday	Site selection and injection angle. Basic guidelines for administration of injections.		Injection Handouts	Identification and selection of injection sites, syringe and needle selection, practice injections using injection pads. SC, IM, ID, Z TRACK.
9/20/16 Tuesday	Administration of oral and parenteral medications. Parenteral equipment and supplies.	Math test		
9/22/16 Thursday	Body surface area. Kilogram of body weight.		DATELINE TO DROP WITH A "W" 9/22/16	
9/24/16 Saturday	Administration of allergenic extracts. Calculating children's dosage.		Unit 8 Handout	Administration of Oral Medications. Withdrawing med from vial. Withdrawing med from ampule. Reconstituting a powder med, intradermal injection.
9/27/16 Tuesday	Inhalation methods of medication administration.			Oxygen Delivery Devices

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9/29/16 Thursday	Diagnostic imaging			
10/1/16 Saturday				Skills Final Checkoffs
10/5/16	Written Final Review			
10/7/16 Thursday	Written Final			