

Basic Course Information

Semester:	Fall 2019	Instructor Name:	Rebecca Agundez
Course Title & #:	Pharmacology and Administration of Medications - MA 084	Email:	Rebecca.agundez@imperial.edu
CRN #:	10846	Webpage (optional):	
Classroom:	2139	Office #:	2130
Class Dates:	08/19/19 to 10/11/19	Office Hours:	3 - 6 pm Thursdays and Fridays
Class Days:	Wed - Thu - Fri	Office Phone #:	760-355- 6176
Class Times:	06:00 to 09:20 pm	Emergency Contact:	Beatriz Trillas Staff Support Technician 760-355-6346
Units:	3.5		

Course Description

This course is designed to prepare students to understand medical-legal/ethical aspects, drug classifications, medical math, usage of PDR, abbreviations and symbols, writing prescriptions, charting, pharmacy calls, storing medications, methods of administering medications: orally, sublingual, topically, vaginally, and rectally. Conversion of orders to milligrams for injection, handling of and safety in using the syringe and needle, choosing correct size, identifying correct site for injection, injection technique of intradermal, subcutaneous and intramuscular (deep and Z-track), anaphylactic reaction, considerations of drug action and interactions. (Nontransferable, AA/AS degree only)

Course Prerequisite(s) and/or Corequisite(s)

MA 082 with a grade of "C" or better.

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. (ILO 2, ILO 3)

2. demonstrate appropriate administration of medication by 3 separate routes. (ILO 2, ILO 3)
3. identify warning signs of a pending allergic or anaphylactic response. (ILO 2, ILO 3)

Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Discuss legal standards and regulations for medication administration
2. Discuss DEA guidelines
3. Demonstrate knowledge of various drug classification
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 medication 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 to anaphylactic reaction
15. Demonstrate ability to effectively use drug references

Textbooks & Other Resources or Links

- Jane Rice. *Principles of Pharmacology for Medical Assisting* 6th edition. Cengage Learning ISBN: 978-1-305-85932-6.
- Kathy Bonewit-West. *Today's Medical Assistant* 3rd edition. Elsevier ISBN: 978-0-32331127-4.
- *Study Guide for Today's Medical Assistant* 3rd edition. Elsevier ISBN: 978-0-323-31128-1

Course Requirements and Instructional Methods

Audio Visual, Computer Assisted Instruction, Demonstration, Discussion, Group Activity, Individual Assistance, Skills Lab Practice and Check offs, Lecture, Simulation/Case Study

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. **This equals an average of 20 hours per week of out-of-class assignments.**

Course Grading Based on Course Objectives

The total possible for this class is 100 points:

Midterm =	20 points
Final Exam =	20 points
Medication Calculation Final =	20 points
Group Presentation =	10 points
Completed Skills Record =	10 points
Skills Final Check off =	20 points

Grading system:

A = 90 to 100 points

B = 80 to 89 points

C = 70 to 79 points (the minimal requirement to pass the class)

Make up exams will not be given.

Attendance

- As soon as you are aware that you will be late to class or absent, you need to contact the Instructor by email or phone call to 760-355-6176 and leave a message with your name, course number and that you will be late or absent.
- If you know you will need to be absent 3 or more days during the course, you need to inform the Instructor, and possibly drop the class and retake it later.
- 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 (10 hours 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.

Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices such as smart watches must be turned off and put away during class, unless otherwise directed by the instructor. The instructor may collect cell phones at the beginning of class and return them at the end of class if this rule is not followed.

- 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 by the instructor.
- 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, only students enrolled in the class may attend; children or guests are not allowed.

Online Netiquette

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!)].

Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- Plagiarism is taking and presenting 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 "cite a source" correctly, 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 that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing 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 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) using a commercial term paper service.

You will not be allowed to have cell phones or smart watches on your person during a written exam.

Additional Student Services

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- **CANVAS LMS.** Canvas is Imperial Valley College's main Learning Management System. To log onto Canvas, use this link: [Canvas Student Login](#). The [Canvas Student Guides Site](#) provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- **Learning Services.** There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- **Library Services.** There is more to our library than just books. You have access to tutors in the [Study Skills Center](#), study rooms for small groups, and online access to a wealth of resources.

Disabled Student Programs and Services (DSPS)

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. Please contact them if you feel you need to be evaluated for educational accommodations.

Please present your signed Notification of Accommodations sheet to your instructor.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- **Student Health Center.** A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128 in Room 1536 for more information.
- **Mental Health Counseling Services.** Short-term individual, couples, family and group counseling services are available for currently enrolled students. Services are provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 or in the building 1536 for appointments or more information.

Veteran's Center

The mission of the [IVC Military and Veteran Success Center](#) is to provide a holistic approach to serving military/veteran students on three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie; to serve as a central hub that connects military/veteran students, as well as their families, to campus and community resources. Their goal is to ensure a seamless transition from military to civilian life. The Center is located in Building 600 (Office 624), telephone 760-355-6141.

Extended Opportunity Program and Services (EOPS)

The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, personal/academic counseling, tutoring, book vouchers, and community referrals to qualifying low income students. EOPS is composed of a group of professionals ready to assist you with the resolution of

both academic and personal issues. Our staff is set up to understand the problems of our culturally diverse population and strives to meet student needs that are as diverse as our student population.

Also under the umbrella of EOPS our CARE (Cooperative Agency Resources for Education) Program for single parents is specifically designed to provide support services and assist with the resolution of issues that are particular to this population. Students that are single parents receiving TANF/Cash Aid assistance may qualify for our CARE program, for additional information on CARE please contact Lourdes Mercado, 760-355- 6448, lourdes.mercado@imperial.edu. EOPS provides additional support and services that may identify with one of the following experiences:

- Current and former foster youth students that were in the foster care system at any point in their lives
- Students experiencing homelessness
- Formerly incarcerated students

To apply for EOPS and for additional information on EOPS services, please contact Alexis Ayala, 7603555713, alexis.ayala@imperial.edu.

Student Equity Program

- The Student Equity Program strives to improve Imperial Valley College’s success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented. Student Equity addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, Veterans, foster youth, homelessness, and formerly incarcerated students. The Student Equity Program provides direct supportive services to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students’ access to education, degree and certificate completion, successful completion of developmental math and English courses, and the ability to transfer to a university. Contact: 760.355.5736 or 760.355.5733 Building 100.
- The Student Equity Program also houses IVC’s Homeless Liaison, who provides direct services, campus, and community referrals to students experiencing homelessness as defined by the McKinney-Vento Act. Contact: 760.355.5736 Building 100.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

Anticipated Class Schedule/Calendar

Date or Week	Activity, Assignment, and/or Topic	Course Objective or SLO
Week 1 August 21-23 Last day to add class: Aug 22	<ul style="list-style-type: none"> • Syllabus & Introduction • Legal and ethical aspects of medication administration, Controlled substances, importance of communication and patient education (<u>Read unit 7, 10 in Rice and chap. 4 in Bonewit-West</u>) • 4 conditions to look for: Hypochondriasis, Malingering, Factitious disorder by proxy and drugseeking behavior • Write 1-page response to prompt regarding ethical and legal responsibilities of MA's regarding controlled substances. • Med Math: Roman Numerals, Fractions, decimals (packet) • Forms of Drugs and how they act (<u>Read unit 8 in Rice</u>) • Medication errors and how to prevent them: 6 rights of drug administration (<u>Read unit 10 in Rice</u>) 	Obj. 1, 2, 4 and 9 SLO#1
Week 2 August 28-30	<ul style="list-style-type: none"> • Med Math quiz #1 • Forms and classification of drugs (<u>Read unit 8 in Rice</u>) • Watch procedure videos chap. 21-4 and 21-6 (Bonewit-West) • Check offs: Handwashing, vital signs, Med Administration into eye, ear (<u>Read unit 11 in Rice</u>) • The metric system, household system and Calculating dosages using dimensional analysis, conversion table (packet) • Definitions game Friday night 	Obj. 3 and 12

<p>Week 3 Sept. 4 – 6 MUST HAVE PARKING PASS</p>	<ul style="list-style-type: none"> • Med Math quiz #2 • Check offs: Preparing a liquid and solid oral medication • The medication order and understanding the medication label (<u>Read unit 9 in Rice</u>) <p>Turn in presentation outline notes to Instructor by 9/06</p>	<p>Obj. 5, 13</p>
<p>Week 4 Sept. 11-13</p>	<ul style="list-style-type: none"> • Med Math quiz #3 (medication labels) • Watch procedure videos chap. 26-2 and 26-3 (Bonewit-West) • In class: Needle length, gauges, syringes • Preparing an injection from a vial and ampule (bring oranges) • Check offs: Preparing an injection from a vial and ampule • Med administration IM (<u>Read Chap. 26 Bonewit-West and unit 13 in Rice</u>) • Definitions game <p>Midterm</p>	<p>Obj. 6 and 10</p>
<p>Week 5 Sept. 18-20</p>	<ul style="list-style-type: none"> • Med math quiz #4 (Oral and Parenteral medications, using dimensional Analysis, drug label and syringes) • Watch procedure video chap. 26-5. • Practice finding landmarks on each other. • Check offs: Giving an IM inj. In deltoid, ventrogluteal, dorsogluteal and child (vastus lateralis) • Read and write prescriptions. Process pharmacy calls for new and refill prescriptions (<u>Read unit 9 in Rice page 103, 105 and 106</u>) • Calculate dosages using weight • Allergic response, anaphylactic reaction (<u>Read unit 14 in Rice, chap. 26 page 273-677 in Bonewit-West</u>) • Group presentations (Teams 1 – 4) 	<p>SLO #3, Obj. 7, 8, 14 and 15</p>

<p>Week 6 Sept. 25-27 LAST DAY TO DROP WITH W: 9/27/19</p>	<ul style="list-style-type: none"> • Med math quiz #5 (calculating dosages by weight) • Watch procedure video chap. 26-4, practice giving insulin injections, vaccine to child and documenting • Check offs: Giving a subcut injection to an adult (insulin) and child (vaccine) • Group presentations (Teams 5 – 8) 	<p>Obj. 4, 6, 10, 13, 15</p>
<p>Week 7 Oct. 2 - 4</p>	<p>Medication Calculation final</p> <ul style="list-style-type: none"> • Watch procedure video chap. 26-7, practice giving PPD • <u>Read Rice chap. 26 pages 668 to 673 - TB and Mantoux test</u> • Thursday: Supervised injection time • Check offs: Giving an ID inj. (PPD) • Friday <p>Group presentations (Teams 9 and 10) Supervised injection time</p>	<p>Obj. 4, 6, 10, 13</p>
<p>Week 8 Oct. 9-11</p>	<p>Wednesday and Thursday: Supervised injection time Skills Final Check Off (Turn in completed skills record) Friday: Final Exam</p>	<p>Obj. 11, 15 and SLO #2</p>

*****Tentative, subject to change without prior notice*****