

2016-2017

COURSE: MA 215 - Administration of Medications

COURSE DESCRIPTION: This course includes an advanced study of Pharmacology with emphasis on the different methods of administration of medication.

LEARNING OUTCOME: Upon successful completion of this course, the student will be able to perform the activities of administering various medications in a clinical setting.

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DURATION: 28 Clock Hours 1 Semester Credit

SEMESTER: FALL 2016 (8/18/16-12/16/16) T TH 1:00PM ROOM 110A

REQUIRED TEXT: Principles of Pharmacology for Medical Assisting; 5th edition; Jane Rice, \$149.00
ISBN: 978-1-1111-3182-1, Publisher: Delmar Cengage Learning

UNITS OF INSTRUCTION

- MA 215 1 Drug sources, schedules, and dosages (Unit 7)
- MA 215 2 Forms of drugs and how they act (Unit 8)
- MA 215 3 The medication order and administration essentials (Unit 9 & 10)
- MA 215 4 Administration of nonparenteral medications (Unit 11)
- MA 215 5 Parenteral equipment, supplies and administration of parenteral medications (Unit 12 & 13)
- MA 215 6 Allergy: An overview (Unit 14)

STUDENT LEARNING OUTCOMES

By successfully completing this course, students will:

MA 215 1

1. Define the terms listed in the vocabulary.
2. State the five medical uses for drugs.
3. List the five main sources for drugs, giving examples from each source.
4. State the importance of the Federal Food, Drug and Cosmetic Act.
5. Explain the significance of the Controlled Substances Act (CSA).
6. Define the five controlled substances schedules, and give examples of drugs listed in each.
7. Explain storage and recordkeeping for controlled substances.
8. Make use of the drug references/resources described.
9. Define dosage
10. List factors that affect drug dosage.
11. Define the terms used in describing various types of dosages.

MA 215 2

1. Define the terms listed in the vocabulary.
2. List the forms in which drugs are prepared, and give examples of these preparations.

3. List the routes used for drug administration.
4. Classify drugs according to preparation and therapeutic action.
5. Define selected classifications of drugs and give examples of each.
6. List the three general ways that drugs may be grouped.
7. Define the actions of drugs according to the descriptive terms listed.
8. Describe the factors that affect drug action.
9. Describe the undesirable actions of drugs.

MA 215 3

1. Define the terms listed in the vocabulary.
2. Describe the various types of medication orders.
3. State who may administer medications.
4. Describe the nine parts of a prescription.
5. List eight steps for safeguarding the prescription.
6. Understand medication labels.
7. Identify the common medical abbreviations.
8. Describe the legal implications for a person who prepares and administers medications.
9. State the “seven rights” of proper drug administration.
10. List the essential medication guidelines.
11. Describe the universal precautions.
12. Describe the standard precautions.
13. List the data that should be recorded about drug administration.
14. List the five steps to take in case of medication error occurs.
15. List the five actions that may constitute a medication error.

MA 215 4

1. Define the terms listed in the vocabulary.
2. List several advantages and disadvantages of the oral route of drug administration.
3. Administer oral medications.
4. State the guidelines that should be followed whenever it is necessary to crush a solid medication.
5. Describe a transdermal system.
6. Describe inhalation and give three uses of inhalation therapy.
7. List the signs and symptoms of hypoxemia.
8. List the symptoms of oxygen toxicity.
9. Describe the methods used for oxygen delivery.
10. Describe oxygen safety precautions.
11. Describe the administration of drugs by local application.

MA 215 5

1. Define the terms listed in the vocabulary.
2. Describe the syringes that are most frequently used for administering parenteral medications.
3. Describe the component parts of a syringe.

4. Name the parts of a syringe that must be kept sterile during the preparation and administration of parenteral medication.
5. Explain how to prevent needlestick injuries in health care settings.
6. Describe the Needlestick Safety and Prevention Act.
7. Describe various safety design devices.
8. Give the National Institute for Occupational Safety and Health's (NIOSH) recommendations for health care workers on how protect themselves and their coworkers.
9. Correctly read the calibrated scales of a 3-mL, 5-mL, tuberculin, and U-100 insulin syringe.
10. Describe the component parts of a needle.
11. Select an appropriate sized needle and syringe for the following types of injections: intramuscular, subcutaneous, and intradermal.
12. Demonstrate the procedure for handling a sterile syringe-needle unit, removing medication from a vial, removing medication from an ampule, and reconstituting a powder medication for administration.
13. Give three advantages of the parenteral routes of drug administration.
14. Give eight disadvantages (possible dangers and complications) associated with the administration of parenteral medications.
15. List the basic guidelines for administering an injection.
16. Select the correct sites for a subcutaneous, an intramuscular, and an intradermal injections.
17. Demonstrate the proper procedure to be used when giving a subcutaneous, an intramuscular, an intradermal injection, and a "Z" track intramuscular injection.
18. Describe intravenous (IV) therapy and state some advantages and disadvantages of IV therapy.

MA 215 6

1. Define the terms listed in the vocabulary.
2. List the most common allergens that may cause allergy.
3. State the classic symptoms of allergy.
4. Describe allergic rhinitis (hay fever).
5. Describe how physicians determine the diagnosis of allergy.
6. State the importance of the patient history.
7. Describe the scratch, (epicutaneous) or prick, patch, intradermal, laboratory, nasal smear, and sinus X-ray diagnostic allergy tests.
8. Describe the medical assistant's responsibilities with regard to the administration of allergenic extracts.

COGNITIVE OBJECTIVES:

I.C.11. Identify the classifications of medications including: indications for use, desired effects, side effects, and adverse reactions

II.C.5. Identify abbreviations and symbols used in calculating medication dosages

PSYCHOMOTOR COMPETENCIES: I.P.4. Verify the rules of medication administration: right patient, right medication, right dose, right route, right time, right documentation
I.P.5. Select proper sites for administering parenteral medication
I.P.6. Administer oral medications
I.P.7. Administer parenteral (excluding IV) medications
I.P.8. Instruct and prepare a patient for a procedure or a treatment
III.P.10. Demonstrate proper disposal of biohazardous material: sharps, regulated wastes
X.P.3. Document patient care accurately in the medical record
X.P.6. Report an illegal activity in the healthcare setting following proper protocol
XII.P.2. Demonstrate proper use of sharps disposal containers

AFFECTIVE COMPETENCIES: I.A.1. Incorporate critical thinking skills when performing patient assessment.
I.A.2. Incorporate critical thinking skills when performing patient care.
I.A.3. Show awareness of a patient's concerns related to the procedure being performed.
V.A.4. Explain to a patient the rationale for performance of a procedure

METHODS OF INSTRUCTION: Lectures, class discussions, workbook, projects, and assignments.

ATTENDANCE: Absences can seriously affect grades. Students will be allowed to miss a maximum of 2 (two) class periods. Students are responsible for all information missed while absent from class. This includes any changes to the schedule that might occur.

MAKE UP POLICY: Make up work procedures addressed in the MA Program Policy Manual.

Student Responsibility for Student Handbook Information

As a student, you are responsible for the information in the LATI handbook. Lake Area Technical Institute reserves the right to change regulations and policies as necessary. Information relating to the withdrawal of a course, class conduct, plagiarism, inclement weather can all be located in the student handbook.

ACADEMIC INTEGRITY: Students' Responsibilities: Students are responsible for their own behaviors and are expected to maintain stated standards of academic honesty. Students share the responsibility with the faculty for maintaining an environment that supports academic honesty and discourages plagiarism or cheating.

Faculty and Administrator Responsibilities: Faculty are responsible for creating a classroom and testing environment that discourages cheating, confronts suspected violators and insures fair treatment of all students. Administrators also share the responsibility for developing an environment that discourages academic dishonesty. If a student is participating in academic dishonesty, he/she may be dismissed from the course or otherwise disciplined.

CAREER COUNSELING: Guidance is available for students when investigating career choices or in reaffirming the choice already made.

PERSONAL COUNSELING: Knowing that student life can be stressful, Lake Area Tech provides personal on-campus counseling for either school-related or non-school-related issues. At times, referral to another counseling service may be warranted. Check with the on-campus counseling staff if you have concerns you need to discuss. Specific referrals for drug and alcohol-related issues will be made by on-campus counselors.

AMERICANS WITH DISABILITIES ACT: Students are entitled to 'reasonable accommodations' under provisions of the Americans with Disabilities Act. Those in need of such accommodations should notify the instructor and make appropriate arrangements with the Office of Disability Services, Educational Services/Library.

STUDENT TUTORING: The Educational Services Center staff and peer tutors provide tutoring for all courses. If you are a student in need of help in any of your classes, please contact the Educational Services Coordinator located in the LATI library.

PERSONAL OBJECTIVES:

- Attend class session
- Prepare for class session
- Complete assignments by due date
- Demonstrate a high level of responsibility
- Display respect for other members of the class
- Participate in class discussions and projects

COMPLETION STANDARDS: The student will pass the course with a minimum of 80% on the overall grade of the course.

EVALUATION AND GRADING: Evaluation is directly related to the performance objectives. Performance is measured by written examinations, assignments, competencies, and/or quizzes.

COMPETENCIES: Students will be allowed three (3) attempts at the psychomotor and affective competencies for the Administration of Medications course. In order for the student to earn a passing grade in the course, the student must successfully complete the psychomotor and affective competencies by performing 100% competent. Students will receive a Pass/Fail grade for competencies.

STUDENT EVALUATION: The assessment and grading of student performance in this course is based on the following activities:

- 90% Written examinations
- 10% Workbook assignments

GRADING SCALE:100% - 94% = A

93% - 87% = B

86% - 80% = C

79% or Below = F

Without my permission, you do not have the authority to record any of my class, its class members, or **ANY content expressed here.

**The instructor has the right to change any and all material on this syllabus at any time.



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