



VNSG 1227 Essentials of Medication Administration

Course Title	VNSG-1227 ESSENTIALS OF MEDICATION ADMINISTRATION			
Length of Course	32 Lecture Hours 16 Lab Hours			
Course Description	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.			
Course Objectives	<ul style="list-style-type: none">• Demonstrate accurate calculation of medication dosages.• Demonstrate the ability to apply basic math skills to calculate medication dosages between the metric, apothecary, and avoirdupois systems for pediatric, adult and elderly patients.			
Course Delivery Mode	Residential/On-Campus			
Required Resources	Calculation of Drug Dosages, 12 th Edition, by Ogden, Sheila and Fluharty, Linda Resources placed on Class Quia Webpabe			
Prerequisites	Admission to the Vocational Nursing Program			
Outside Work	Not applicable (clock-hour school)			
Course Evaluation Methods	Examinations	55%	Quizzes	5%
	Final	35%	Homework	5%
Grading Scale	A (Excellent) 92%--100% B (Above Average) 83%--91% C (Average) 78%--82% F (Failure) Below 78% <i>A final course grade of 78% is required to pass this course</i>			
Methods of Instruction	1. Lecture 2. Visual Aids 3. Group Discussions		4. Tutoring 5. Assignments	
Classroom Policies	Students should always adhere to the school conduct policy and dress code policy. NO EXCUSES. Student who fails to comply with uniform requirements or other VN policies will be dismissed from this class period, and absence hours will be accrued. The use of cell phones is prohibited during class time. No food or drinks are allowed in classroom.			
Attendance	Attendance is mandatory for all class and clinical; students missing a day of school are responsible for obtaining any missed assignments or materials from their instructor or classmates. It is the student's responsibility to ensure he/she fully understands any material that was covered during his/her absence. A student must bring a medical excuse if he/she was absent on the day of an exam and wishes to make up an exam. Per the VN Attendance Policy, a student cannot be absent more than 20 hours a semester or 60 hours for the total program. Any excessive absences may cause the student to be dismissed from the program. If a student is more than 5 minutes tardy to class, this will count as 1 hour absent. Also, repeatedly leaving the classroom/skills lab will not be tolerated. If this occurs, your time out of the classroom will be treated as a tardy, with 1 hour being deducted from your allotted absences.			



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Course Procedures	
<i>Please be aware that this syllabus is subject to changes throughout the semester. Should any changes occur, the course instructor will notify you of the changes as soon as possible.</i>	
Policies	All VN and VGI policies are expected to be followed by every student. Violations of these policies may result in counseling write-ups or possible dismissal from the program. Please be familiar with your VN Handbook and the expectations of the VN program. For any concerns regarding policies, please consult the VN Assistant Director and/or the VN Director.
Testing Policies	<ol style="list-style-type: none">1. IF LATE TO CLASS 10 minutes or more WILL NOT be able to test and will have to schedule for another time and WILL BE DOCKED 10 points.2. NO PHONES ALLOWED IN THE TESTING AREA. If a phone is found, the student will be dismissed and will be given a "0" for the exam.3. NO Ear buds or headphones allowed to be worn during testing.4. NO DRINKS OR FOOD ALLOWED IN THE COMPUTER LAB. DO NOT bring them into the computer lab.5. LONG SLEEVES ALLOWED IN TESTING AREA but need to expose wrist.6. YOU WILL NOT BE ABLE TO LEAVE the testing area until the exam and bonus questions are finished, if any bonus questions are assigned, and submitted both during same time allotment.7. NO TALKING during testing.8. Proctor needs to be able to view screens
Course Material	All VN courses have a great deal of material, and while the instructors attempt to relay the bulk of material in lecture, you are ultimately responsible for reading each chapter in its entirety , taking notes, and thinking critically. It is recommended you try to read prior to coming to class, make an outline of the chapter, and write questions on areas that are difficult for you to understand. These questions can then be asked during class discussion and/or during instructor's office hours or tutoring sessions to help you grasp the material.
Key Terms	Medical terminology and key terms in each textbook can be difficult and confusing. Please take the time to identify & review key terms for each chapter to ensure your comprehension. This terminology will be frequently used in lecture, on exams/quizzes, and at your clinical sites, so it is necessary for you to fully understand these words.
Final Exam	The final exam will be comprehensive! This means that material from Day 1 could be covered on your final exam. While an outline for the final exam is provided, it is ultimately up to you to be responsible for all content covered in this course. The final exam may contain up to 100 questions.
Grades	No grades will be dropped , so do your best on every attempt for every assignment, quiz, or test. No extra credit work will be given. It is the student's responsibility to keep track of his/her grades and to immediately notify the course instructor if any grade may have been entered incorrectly.
Challenging an Exam Question	All challenges must be received within three days of the test. The challenge must include the question, the student's perception of the correct answer and the page # in the book where the answer is found. The challenge is on an individual basis only. The test grade will be adjusted for the student if the challenge is correct.



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Make-up Work	Missed Quizzes (Pop or Scheduled) are not allowed to be made up. Exams are to be taken at the time scheduled by the course instructor. If a student fails to take the scheduled exam, then he/she will have 10 points deducted from the make-up exam grade. Student is responsible for getting with course instructor and discuss the ability to take Make-up Exam. If student fails to take the make-up exam when rescheduled, then 20 points will be deducted from the exam grade. If exam is not made up at this time, then student will receive a “0” for a grade. Make-up Exams are made-up at the discretion of the instructor and may be in any format.
Assistance/Tutoring	For help in this course, please contact your course instructor via email and/or by visiting during his/her assigned office hours. Furthermore, consult your tutoring schedule and attend tutoring as needed for help in any of your courses. Tutoring is strongly recommended if the class average is below 81%.
ADA Statement	No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the school, or be subjected to discrimination by the school. Nor shall the school exclude or otherwise deny equal services, programs, or activities to an individual because of the known disability of an individual with whom the individual is known to have a relationship or association. 42 U.S.C. 12132; 28 CFR 35.130(g)
Students with Disabilities	Students with disabilities must be registered with the School Director and provided appropriate documentation before program accommodations are provided.
Academic Dishonesty	Each student is charged with notice and knowledge of the contents and provisions Valley Grande Institute rules and regulations concerning student conduct. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Board policies, including possible dismissal from the VN Program. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion. (See the Student Handbook for further explanation of Scholastic Dishonesty.)



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Library Resource Websites

The following on-campus resources are desktop icons on each school computer and are accessible from home.

<http://www.weslacopl.us>

Mayor Sanchez Public Library

click on the ONLINE DATABASES link on the left side (or under references)

www.mayoclinic.org

Mayo Clinic

www.cdc.gov

Centers for Disease Control and Prevention

www.nih.gov/

National Institute of Health

This website provides resource material related to disease processes and physiology.

www.webmd.com/

Web MD

www.medlineplus.gov

Med-Line Plus

www.quia.com/web

Quintessential Instructional Archive

<https://evolve.elsevier.com/>

This website corresponds the majority of Vocational Nursing textbooks; this website provides access to practice tests, challenge questions, case studies, images, videos, and games to help students understand and reinforce content presented in the classroom and/or lab.

<http://www.drugs.com/>

This website covers topics related to the administration of drugs.



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Course Delivery Schedule

	Textbook Calculation of Drug Dosages, 12 th Edition, by Ogden, Sheila and Fluharty, Linda	Homework (14) On Quia unless otherwise instructed	Quizzes (14) Exams (13) Final (1)
Week 1	REVIEW SYLLABUS & COURSE OUTLINE BASIC MATH REVIEW; Abbreviations CHAPTER 1 Fractions	HW 1– Basic Math and Chapter 1	Quiz 1 over Basic Math & Chapter 1
Week 2	CHAPTER 2 Decimals	HW 2– Chapter 2	Exam 1--Basic Math and Chapter 1 Info Quiz 2 over Chapter 2 and Previous
Week 3	CHAPTER 3 Percents	HW 3– Chapter 3	Exam 2—Chapter 2 and Previous Info Quiz 3 over Chapter 3 and Previous
Week 4	CHAPTER 6 Metric and Household Measurements	HW 4--Chapter 6	Exam 3—Chapter 3 and Previous Info Quiz 4 over Chapter 6 and Previous
Week 5	CHAPTER 7 Calculations Used in Patient Assessments	HW 5– Chapter 7	Exam 4—Chapter 6 and Previous Info Quiz 5 over Chapter 7 and Previous
Week 6	CHAPTER 8 Safety in Medication Administration	HW 6–Chapter 8	Exam 5-- Chapter 7 and Previous Info Quiz 6 over Chapter 8 and Previous
Week 7	CHAPTER 9 Interpretation of Licensed Prescriber's Orders	HW 7– Chapter 9	Exam 6-- Chapter 8 and Previous Info Quiz 7 over Chapter 9 and Previous
Week 8	CHAPTER 10 Reading Medication Labels	HW 8– Chapter 10	Exam 7-- Chapter 9 and Previous Info Quiz 8 over Chapter 10 and Previous
Week 9	CHAPTER 11 Oral Dosages	HW 9– Chapter 11	Exam 8-- Chapter 10 and Previous Info Quiz 9 over Chapter 11 and Previous
Week 10	CHAPTER 12 Parenteral Dosages	HW 10– Chapter 12	Exam 9-- Chapter 11 and Previous Info Quiz 10 over Chapter 12 and Previous
Week 11	CHAPTER 13 Dosages Measured in Units – Heparin and Insulin	HW 11– Chapter 13	Exam 10-- Chapter 12 and Prev. Info Quiz 11 over Chapter 13 and Previous
Week 12	CHAPTER 14 Reconstitution of Medications	HW 12– Chapter 14	Exam 11-- Chapter 13 and Prev. Info Quiz 12 over Chapter 14 and Previous
Week 13	CHAPTER 18 Pediatric Dosages	HW 13– Chapter 18	Exam 12-- Chapter 14 and Prev. Info Quiz 13 over Chapter 18 and Previous



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Week 14	CHAPTER 15 Intravenous Flow Rates	HW 14– Chapter 15	Exam 12-- Chapter 18 and Prev. Info Quiz 14 over Chapter 15 and Previous
Week 15	TBA		Exam 13-- Chapter 15 and Prev. Info
Week 16	COMPREHENSIVE FINAL EXAM		