



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.• Discuss basic knowledge of pharmacology including drug preparations, medication actions and medication orders.• 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 Dosage, 12 th Edition, by Sheila J. Ogden Handouts. ISBN#9780323826228			
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% A final course grade of 78% is required to pass this course			
Methods of Instruction	1. Lecture 2. Visual Aids 3. Group Discussions 4. Tutoring 5. Assignments 6. ATI			
Classroom Policies	Students should adhere to the school conduct policy and dress code policy at all times. NO EXCUSES. Student who fail 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			





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	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.

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.
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



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	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.
Make-up Work	 There will be no make-up option for missed quizzes or for missing a final exam, regardless of the reason the quiz or final was missed. Make-up exams will follow VGI procedures as outlined in your VN Handbook. They can occur in the format of the instructor's choice (including, but not limited to, essay, fill-in-the-blank, matching, ordering, select all that apply, multiple choice, or other). Late assignments may or may not be accepted, depending on the discretion of the instructor. If late assignments are accepted, 10 points will be deducted for every day the assignment is late, starting with the day it was initially due.
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 encouraged for all students.
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,



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	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://emilms.fema.gov/IS100b/indexMenu.htm>

FEMA - Introduction to the Incident Command System Web-based Certification

www.medlineuniversity.com

Medline University

Certification for--HIPPA, Blood borne Pathogens, and Customer Satisfaction

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



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This website corresponds the majority of Vocational Nursing textbooks; this websites 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.

<http://www.studyblue.com>

This website allows for the creation of online flashcards for studying & has a phone app associated with it.

www.atitesting.com

Assessment Technology Institute