
Administration of Medication

HTEC 94-01 CRN#42968**De Anza College, Classroom S-74 Instructor: Maureen Miramontes RN****1.5 Units**

Day/Time: Monday at 5:30-7:20 PM in S-74**Advisory:** HTEC 60A(can be co-requisite)**Course Outline:** Guidelines for Administration of Medications
Parenteral Administration-I.M., Subcutaneous, I.D.**INSTRUCTOR INFORMATION: MAUREEN MIRAMONTES RN**

Maureen Miramontes is your course instructor. She is the Program Coordinator for the Health Technologies Department at De Anza College. Maureen became a Certified and Registered Medical Assistant right out of High School and is now a Registered Nurse for 5 years. She supervised medical assistants, receptionists, and file clerks at Samaritan Medical Care Center for 18 years. She is also currently teaching the evening adult Medical Assisting program at Silicon Valley Career Technical Education Center for 11 years,

Office Hours Held: From April 7, to June 27, 2014 **except** on holidays. (Office hours Monday, 12-3pm and Tuesday's 2:30-3:30pm)**Days/Hours:** Phone Message Only (24 hrs./day)**Phone/Voicemail #:** (408) 864-8789**FAX Telephone:** (408) 864-5444**Office Location:** S-77a**E-mail Address:** miramontesmaureen@fhda.edu**REQUIREMENTS**

Be prepared to spend 4-6 hours per week using and studying course materials.

1. **Attend the First Class Meeting on Monday, April 7 at 5:30-7:20 PM in S-74**
2. Attend ALL two hour classes.
3. Complete all reading assignments.
4. **SUCCESSFULLY COMPLETE TESTS, PRACTICAL ASSIGNMENTS, FINAL PRACTICAL AND WRITTEN EXAMS AND ASSIGNMENT FROM WORKBOOK.**

OBJECTIVES

After completing the reading assignments and attending the Administration of Medication classes, you should be able to:

1. Define the terms listed in Key Terminology in text.
2. List the guidelines that should be followed when preparing and administering medication.
3. State the advantages and disadvantages of using the parenteral routes of administration.
4. Explain which tissue layers are used for intramuscular, subcutaneous and intradermal injections.
5. Identify and state the function of the parts of the needle and syringe.
6. Explain the principles underlying each step of preparing and administering the three methods of parenteral injections.

ATTENDANCE

Attendance in this course is mandatory and only 1 absence is allowed. Catastrophic illness would be excused if a physician's signed statement is submitted. An unexcused absence would result in an unsatisfactory grade. Being late for class two times during the quarter will result as an absence and be dropped if it is before dropped date. If the absence is after the dropped date student will fail the course and will not be allowed to return to class until the quarter is offered again.

CONSENT FORM

Each student must sign and date the attached consent form during the first or second class period.

IMMUNIZATIONS

Each student must have had **3-Hepatitis B vaccinations or a positive HBV titer** within the past five years. Proof of this must be submitted to the instructor prior to the fourth class period on **05/05/14.**

UNIFORMS

Each student must follow the professional dress code for this course. The dress code **WILL BE ENFORCED** which includes professional dress or pants/top, **white** shoes, name tag; long hair must be pulled back and minimum jewelry (small earrings, one ring, no bracelets). Nail polish will be a light color. 5 points will be given for proper dress code for each class attended.

We will discuss name tags on the first day of class.

LAB ASSIGNMENTS

Each student must successfully demonstrate at least ten of each of the following types of injections to receive credit for this course (in addition to quizzes, exams and other assignments):

10 Intramuscular (5 deltoid, 4 gluteal, 1 thigh) **10 Intradermal** **10 Subcutaneous**

COURSE MATERIALS

Purchase at the De Anza College Bookstore or on-line:

Clinical Procedures for the Medical Assistant, Bonewit-West, W.B.Saunders (8th edition) _____

Study Guide for Clinical Procedures for Medical Assistants, Bonewit-West, Saunders (8th) _____

****De Anza College Bookstore is also now carrying the new 9th Edition, please try to avoid this edition because it does not match with the assignments on the last page. They match the 8th edition. If the 9th edition is all you can find we will work with it!!!!**

GENERAL PLAN

It is important that you come to class prepared to discuss and practice the content noted. Except for the first day of class, you will have assignments due each class period. All homework assignments can be found in the class textbook. **Late assignments will be accepted only if you were absent on the due date.**

STUDY EACH WEEK'S ASSIGNMENTS

The primary course content comes from the readings. The classes are intended to emphasize and illustrate the reading material. **You will be tested on information from both the readings.**

Work on the lessons in the following order:

- Attend the classes.
- Read the texts' assignment.
- Complete the assigned review manual assignments and turn them in at the beginning of class.

Test Folders

Your graded tests will be kept in individual folders; I will bring them to each class period for you to review (please do not take them out of the classroom). Please make sure that all tests stay in your folder as I do not record your grades until the end of the quarter. Tests will not be given back at the end of the quarter.

FINAL GRADES

Your grade will base on the total points accumulated during quarter. Points will be given for Class Participation, Appearance, Quizzes, Final Practical Exam, and Final Written Exam. **Note:** Incompletes can be given to students who have documented problems such as illness that prevents sitting for the final exam only.

The final grade is determined by the percentage of your accumulated points (from your assignments, practical and written quizzes and exams) for the course.

94 – 100%	A
86 – 93%	B
76 – 85%	C
70 – 75%	D
69% and below	F

Policy on Copying and Cheating:

Students who submit the work of others as their own or cheat on exams or other assignments receive a failing grade for that assignment or exam and are reported to college authorities.

Requirement

To access and read the students handbook. An on-line copy is available on the website

You may access your final grades through the My Portal.

<u>DATE</u>	<u>CLASS ASSIGNMENTS</u>
April 7	Introduction/Overview of Course, Malpractice Insurance, Consent Form, Proof of first 3Hepatitis B Vaccinations
April 14	Administration of Medication (pp. 419-451) Basic Guidelines and Oral Administration (pp. 451-452) Parenteral Administration (pp. 453-458)
April 21	Test #1 Bonewit (pp. 451-458) Intramuscular Admin (pp. 459-465; 469-471) Deltoid Site, Vastus Lateralis
April 28	Test #2 Bonewit (I.M.)/pp.459-465; 469-471) Subcutaneous Administration (pp.458-459; 467-468) Practice IM
May 5	Lab Practice on IM's(Gluteal) and SubQ's
May 12	Test #3 Bonewit (Subq)/pp. 458-459; 467-469) Intradermal Administration (pp. 472-479; 485-487) Practice Subq's
May 19	Test #4 Bonewit (I.D.)/pp. 472-479; 485-487 Allergy Testing (pp. 479-485) Practice PPD's and all the above
May 26	Memorial Day-No class-Memorize your 7 rights
June 2	Test#5 Bonewit (Allergy Testing)/pp. 479-485 Practice all Administration
June 9	Ch. 11 is DUE -Lab Practice-all administration and 7 rights
June 16	<u>Final Practical (1-Deltoid, 1-Subcutaneous, 1-Intradermal)</u>
June 23	<u>Final Written Exam (based on pp. 451-485)</u>
<i>Final Practical and Written Exam <u>will not be made up due to an absence!</u></i>	