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# Administration of Medication

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

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**Day/Time:** Thursday at 11:30-1:30 PM in S-74**Prerequisite:** HTEC 93**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 7 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 Adult Education for 12 years,

**Office Hours Held:** From April 6, to June 26, 2015 **except** on holidays. (Office hours Monday, 2:30pm-4pm and Tuesday's 2:30-3:30pm, Wednesday 5:00pm-6:30pm)**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 Thursday, April 6, at 11:30-1:30 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 and bring it on the first day of class.

## IMMUNIZATIONS

Each student must have had **3-Hepatitis B vaccinations or a positive HBV titer.** Proof of this must be submitted to the instructor prior to the third class period on **04/30/15.**

## 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 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 (9<sup>th</sup> edition)**

**Study Guide for Clinical Procedures for Medical Assistants, Bonewit-West, Saunders (9<sup>th</sup>)**

## 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.**

## 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.

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%	<b>A</b>
86 – 93%	<b>B</b>
76 – 85%	<b>C</b>
70 – 75%	<b>D</b>
69% and below	<b>F</b>

### ***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.*

*For additional assistance you can go to [www.smarththinking.com](http://www.smarththinking.com). From “My Portal’s” home page, click Student Services, click Smart thinking. Look up Injections or Medical Assisting. They are an online tutoring available 24 hours per day.*

## **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.

<b><u>DATE</u></b>	<b><u>CLASS ASSIGNMENTS</u></b>
April 9	Introduction/Overview of Course, Malpractice Insurance, Consent Form, <b>Proof of first 3 Hepatitis B Vaccinations</b>
April 16	Administration of Medication (pp. 416-451-Review of HTEC 93) Basic Guidelines and Oral Administration Parenteral Administration (pp. 449-458)
April 23	<b>Test #1 Bonewit (pp. 446-452)</b> Intramuscular Admin Vastus Lateralis, Deltoid
April 30	<b>Test #2 Bonewit (I.M.)/pp.453-457; 464-467)</b> Subcutaneous Administration Practice IM
May 7	Lab Practice on IM's (Gluteal) and SubQ's
May 14	<b>Test #3 Bonewit (Subq)/pp. 453-454; 462-464)</b> Intradermal Administration Practice Subq's
May 21	<b>Test #4 Bonewit (I.D.)/pp. 467-474; 480-483</b> Allergy Testing (pp. 474-480) Practice PPD's and all the above
May 28	Lab Practice - Memorize your 7 rights
June 4	<b>Test #5 Bonewit (Allergy Testing)/pp. 474-480</b> Practice all Administration
June 11	Ch. 11 is DUE -Lab Practice-all administration and 7 rights
June 18	<b><u>Final Practical (1-Deltoid, 1-Subcutaneous, 1-Intradermal)</u></b>
June 23	<b><u>Final Written Exam (based on pp. 451-485)</u></b>

***Final Practical and Written Exam will not be made up due to an absence!***