I. INTRODUCTION

A. **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.

B. VNSG 1227 is a required course for the completion of the Vocational Nursing Certificate Program.

C. This course is occupationally related and serves as preparation for careers in Vocational Nursing.

D. **Prerequisites:**
   1. Completion of Health Care Provider BLS course (American Heart Association).
   2. Admission to the Central Texas College Vocational Nursing Program
   3. BIOL 2401
   4. HPRS 2300

E. **Co-requisites:**
   1. VNSG 2331 Advanced Nursing Skills
   2. VNSG 1160 Clinical – Practical Nurse I
   3. VNSG 1405 Health Science

F. **Policy:** Dependent on Spring or Fall admission, the student will refer to the specific curriculum chart and follow that progression pattern.

G. **Secretary’s Commission on Achieving Necessary Skills (SCANS) and Differentiated Essential Competencies (DEC) of Graduates of Texas Nursing Programs**

   Alphanumeric coding used throughout the syllabus denotes the integration of SCANS occupational competencies (C) and foundation skills (F). The DEC’s that are implemented in VNSG 1227 are also alphanumeric coded as Member of Profession (MOP), Provider of Patient-Centered Care (PPCC), Patient Safety Advocate (PSA), and Member of the Health Care Team (MHCT). The DECs are located at: [https://www.bon.texas.gov/.../differentiated_essential_competencies-2010.pdf](https://www.bon.texas.gov/...)
II. LEARNING OUTCOMES

Upon successful completion of this course, VNSG 1227, Essentials of Medication Administration, the student will:

A. Demonstrate accurate dosage calculation. (MOP 2; PPCC 2; PSA 1) (C8, C18, F3, F4)

B. Discuss the principles of medication administration safety. (MOP 2; PPCC 2; PSA 1) (C5, C7)

C. Identify the elements of accurate documentation of medication administration. (MOP 2; PPCC 2; PSA 1) (C7)

D. Demonstrate safe medication administration: oral, topical, and parenteral and accurately document the medication administration. (MOP 1, 2; PPCC 1, 2; PSA 1, 2) (C3, C18, F1)

E. Demonstrate behaviors that are congruent with the ANA Code of Ethics, Scope and Standards of Practice, and Social Policy Statements in all class related interactions. (MOP 1, 2; PPCC 1, 2; PSA 1, 2; MHCT 3) (C9, 11, 14, 15; F15, 16, 17)

III. INSTRUCTIONAL MATERIALS

A. Instructional Materials

1. The instructional materials identified for this course are viewable through 
   www.ctcd.edu/books
3. Access to Evolve web page at http://evolve.elsevier.com
5. #2 Mechanical Pencils
6. Scantrons (4) provided to instructor at beginning of semester
7. Supplies:
   1) Lab kit
   2) Nursing Uniform in compliance with DONAH dress code.

B. Computer Accessibility: Accessibility to computer hardware and software that will support the completion of assignments on the internet, DVD, CD, or other electronic delivery is required. All Associate Degree and Vocational Nursing courses (RNSG, VNSG and HPRS), whether traditional, blended, or online utilize Blackboard Learning Management System tools for communication and course requirements. Other online components, such as publisher online resources, online activities, or database searches may also be required. It is expected that students enrolled in RNSG, VNSG or HPRS courses have access to a computer with minimum technical requirements, have a consistent and reliable Internet connection, possess basic computer skills, and have the ability to download and install applications or plug-ins. Online components/requirements may be completed in a CTC computer lab or on a home computer. Students are recommended to familiarize themselves with the locations and available hours of CTC computer labs in the event that home computers or Internet access are unavailable or unreliable. No extensions or alternate due dates for assignments or exams will be granted due to computer or Internet difficulties.
C. **Supplementary Materials:** Various electronic media systems, computer software, web sites, experiential group exercises, and simulated situations as suggested by the faculty to enhance clinical practice in nursing are used.

D. **References:** Current professional nursing journal article readings are used to supplement dated textbook information.

E. **Library Resources:** It is expected that all students will have a working knowledge of the Oveta Culp Hobby Memorial Library, and off-site access to library resources.

F. Current practice guidelines set forth by Occupational Safety & Health Administration (OSHA) and the National Institute for Occupational Safety and Health (NIOSH) related to safe patient handling and ergonomics will be implemented.

G. Six areas of core competencies, as delineated by the Quality and Safety Education for Nurses (QSEN) project will be taught and evaluated in relation to the course objectives and content for VNSG 1227. The (QSEN) project is to meet the challenge of preparing future nurses who will have the knowledge, skills and attitudes (KSAs) necessary to continuously improve the quality and safety of the healthcare systems within which they work. The six core competencies are: Patient-Centered Care, Teamwork and Collaboration, Evidence-Based Practice, Quality Improvement, Safety, and Informatics.

IV. **COURSE REQUIREMENTS**

A. **Reading Assignment:** An orientation to class will be provided on the first day of the course. In preparation for all classes, students are required to obtain the Daily Plan and the VNSG 1227 Course Syllabus from the Central Texas College Blackboard website, read the objectives, text, and any materials related to that unit of study prior to class. **The signature sheet at the end of the syllabus must be printed off, signed and dated by the student to acknowledge their understanding, and turned into the course faculty on the first day of class.**

   It is expected that the student first read the lecture objectives and then the assigned required reading in preparation for class.

   Students are expected to participate verbally in a variety of classroom activities/discussions

B. **Projects, Oral Reports, Case Studies, Book Reports, Research Papers:**

   **Submitting Written Assignments:**
   All written assignments are to be completed independently unless instructed otherwise. All assigned written work must be submitted at the designated time as instructed by the faculty. **No assignments will be accepted after the due date unless prior approval and arrangements have been made with the faculty. Late papers will receive a grade of “0” points.**

   1. **HESI Testing and Remediation:** It is mandatory for VN student’s at all three levels of the program to participate in the HESI program. Detailed
diagnostic reports at the end of the semester (online exams) provide the student immediate results and opportunity for remediation. Failure to achieve satisfactory results on the proctored HESI exams will require the student to remediate. Failure to remediate could result in the student not being permitted to register for subsequent classes. Failure to take an exam will result in course failure.

2. **HESI Testing:**
Health Educations Systems Inc., (HESI) testing must be completed by the assigned due date. Failure to successfully complete all assigned exam(s) will result in an “Incomplete” (IP) grade for the course. The student will complete the required proctored Evolve Reach Specialty (HESI) exam for each designated VNSG course as scheduled by the faculty. The student must successfully complete the required HESI exam(s) for each semester at or above the HESI National Average Score on the scheduled date. Students who do not score at or above the HESI National Average Score will be required to complete remediation. Failure to complete remediation requirements will result in an incomplete (IP) for the course.

An Evolve Reach Specialty Exam will be scheduled in Semesters 1, 2, and 3 during these courses: VNSG 2331 (Fundamentals of Nursing), VNSG 1301 (Mental Health), VNSG 1429 (Medical/Surgical Nursing and Pharmacology), and VNSG 1432 (PN Exit).

If the composite score of the Evolve Reach Specialty Exam is less than the HESI National Average Score, a required counseling session with the course faculty will be held. Statistical data generated according to student responses will be available through the Evolve site [https://evolve.elsevier.com/staticPages/s_index.html](https://evolve.elsevier.com/staticPages/s_index.html) for each student for the purpose of self-directed remediation in identified areas that do not meet the HESI National Average Score.

**HESI Testing in Semester 3:** The PN Exit exam will be given during semester three in VNSG 1432. The exam will be administered and completed on the scheduled dates. Two attempts will be required for completion of the PN Exit exams. The PN Exit exams provide a conversion score, which is a weighted percentage score. The highest conversion score attained will be used as the student’s final exam grade.

All HESI PN Exit Exams (two) are mandatory for all third semester students. All students who obtain a score of 901 or greater are required to complete 2 hours of remediation **PRIOR** to taking the PN Exit 2 exam. Students obtaining 900 or less are required to
complete 4 hours of self-remediation **PRIOR** to taking the PN Exit 2 exam. Any student not passing the PN Exit 1 exam with a recommended score of at least 850 must schedule a counseling session with a faculty facilitator and remediation **must** be documented. Counseling and remediation are **mandatory**, failure to take both exit exams or complete required remediation will result in course incomplete (IP). The final grade will not be configured until meeting the above requirements.

Any student repeating a course will be required to re-take the HESI exam associated with that course even if the student passed the HESI exam the first time.

Students with documented disabilities may request accommodations for these standardized exams. The student must contact the faculty at the start of each semester to activate and adopt approved accommodations.

C. **Class Performance:**

1. **Attendance Policy:** VNSG 1227 adheres to the departmental attendance policy published in the Department of Nursing and Allied Health Student Handbook and the Central Texas College Student Handbook and Catalog. Classroom absence may negatively impact the student’s performance on examinations. Students are expected to attend all classes in which they are enrolled. No seats in the classroom are reserved.

   **Should a student fail to attend mandatory clinical orientation they will immediately be administratively withdrawn from clinical and all co-requisite courses.**

   **All students are required to attend the Semester General Assembly on the designated day and time each semester as posted.**

2. The faculty reserves the right to adjust the student’s classroom grade based upon classroom performance/behavior/civility.

3. You may not audiotape a lecture without the faculty’s/presenter’s permission.

D. **Class Participation:** Students are expected to attend class prepared, to contribute to class discussion, and to participate in all class activities. Positive contributions to class, meeting activity objectives, and demonstrating civility are expectations. See “Semester Grade Computations for point breakdown”.

E. **Progression:** This course has pre-requisites and co-requisites that apply. Students must obtain a minimum of a 70% average grade to successfully complete this course. If unsuccessful, this course must be repeated. Students must show proof of successful completion of the Jurisprudence examination.
Other requirements:
1. Following an illness or other medical or mental health-related event, during the duration of the program, the student may be required to obtain “Student Nurse Medical Release Return to Class/Clinical” from their health care provider prior to returning to the classroom/clinical agency. The required release must include 1) when the student can return to school/clinical and 2) specific limitations on activity level, if any. The form must be faxed or mailed from the health care provider’s office or submitted in a sealed envelope. Please see the Department of Nursing and Allied Health office or Blackboard for the official form.

2. The student scoring <70% on any exam must make an appointment with the course faculty for exam review and counseling within one (1) week after completing the exam. It is the students responsibility to make the appointment with the faculty if student scored <70% on an exam. Or if the student feels like they need guidance from the faculty.

3. A student in academic jeopardy will be required to make an appointment with the Department of Nursing and Allied Health Chair for further assistance, counseling, and recommendations for academic success.

F. Scholastic Honesty / Academic Integrity: The following statement is published in the Central Texas College Catalog:

All students are required and expected to maintain the highest standards of scholastic honesty in the preparation of all course work and during examinations. The following will be considered examples of scholastic dishonesty:

Plagiarism - the taking of passages from the writing of others without giving proper credit to the sources.

Collusion - using another’s work as one’s own, or working together with another person in the preparation of work, unless such joint preparation is specifically approved in advance by the instructor.

Cheating - giving or receiving information on examinations.

Students guilty of scholastic dishonesty will be administratively dropped from the course with a grade of “F” and subject to disciplinary action, which may include suspension and expulsion.

All Vocational Nursing students are expected to abide by this policy. Falsification of attendance records is considered a violation of academic integrity. Obtaining or utilizing “Test Bank Materials” from any current or obsolete textbook, is considered scholastic dishonesty.

G. Values and Ethics in Nursing:
Students are expected to demonstrate commitment to the following values and ethical principles believed to be inherent to the nursing profession:
1. Altruism- Concern for the welfare of others seen through caring, commitment, and compassion.
2. Human Dignity- Belief in the inherent worth and uniqueness of the individual seen through respect, empathy, humanness, and trust.
3. Truth- Faithfulness to fact seen through honesty, accountability, and authenticity.
4. Justice- Upholding moral and legal principles seen through courage, advocacy, and objectivity.
5. Freedom- Capacity to exercise choice seen through openness, self-direction, and self-discipline.
6. Equality- Having the same rights and privileges seen through acceptance, tolerance, and fairness.
7. Esthetics- Identifying the qualities of objects, events, and persons that provide satisfaction as seen through creativity, sensitivity and appreciation.

H. Office Hours: Each instructor keeps office hours for the purpose of conferring with students. Students are encouraged to make appointments with instructors to discuss their needs and/or problems related to their studies. Appointments for review of examination results must be completed prior to the next scheduled exam. Please use the phone at the reception desk to call the faculty member’s office before your appointment.

I. Open Lab: Open Lab days will be available for students who wish to practice skills out of regular lab time. Open Lab days and time will be scheduled on a needed basis. If a student wishes to attend the Open Lab days, they must notify the Lead Instructor of their intent to participate by at least a day before an Open Lab day can be scheduled. No grade or extra credit will be given for attending.

V. EXAMINATIONS

1. Exams can consist but not exclusive of:
   a. Multiple choice questions.
   b. Alternate format questions
   c. Dosage calculations must reveal the methodology utilized to acquire the answer.
   d. Essay

2. The student will be allowed (as close to) 1.5 minutes per test item as is possible, given the class schedule time. The posted CTC schedule allows two hours for a final exam.

3. Testing Policy: Answers to all questions must be entered on the Scantron by the student. Dosage calculation answers will be written on the back of the Scantron by the student to receive credit. Once the student has submitted the Scantron for grading no changes/additions can be made to the form with the exception of the instructor marking it after grading of calculation problems and alternate format questions. Students will not have further access to the Scantron once it has been submitted. The ParScore™ Scantron form is the only acceptable form for exam grading. Students must check it carefully before submitting it. Personal belongings, such as back packs, and purses, cellular phones, laptops will be secured in your personal vehicle during the exam. Once your exam and Scantron is turned in you then may retrieve your belongings and supplies needed for class.
4. An exam review will be provided after each exam. The date, time and place will be announced prior to the exam. **Attendance is voluntary.**

Students will be provided a PAR Score Student Test Sheet during the in class review; you must write the question number and your rationale for your choice on the PAR Score student test report. There will be no verbal discussion of test questions during test review. Any pertinent questions regarding exam content must be made during an appointment that you can make with your instructor(s). The course faculty will review these comments and their decision will be final.

Written examinations will be given on dates noted on the daily plan. If a student cannot attend an examination, the course coordinator/professor must be notified **before the examination is given.** It is your responsibility and a requirement to notify the professor in advance of any absence to retain the privilege of sitting for a make-up exam without grade penalty. **Make-up examinations may include a variety of formats to include essay.** Students requiring a make-up exam will report to DONAH or Student Testing Center at a designated time instructed by the professor on the Friday following the missed exam. If the rescheduled opportunity is missed there will be no other opportunities afforded. VNSG 1227 follows the testing policy published in the Department of Nursing and Allied Health Student Handbook.

5. A student scoring 70% or less on any exam must make an appointment with the course faculty for exam review and counseling. (Appointments are optional for scores >70%). According to Department policy, individual appointments with the course faculty must be made by the student within **one week of the test date** for individual review of the exam. It is the student’s responsibility to make an appointment with the instructor if he/she did not achieve a minimum of 70% on an exam. The exam may be reviewed with the faculty at a later date but the **appointment must be made** within the **one-week** time frame. No exceptions! Once a subsequent exam has been administered, no prior exam may be reviewed.

6. The “Course & Testing Policy” fully explains the grading policy, exam dates and times, time limitations, review, challenge policy, and counseling. Please refer to last page of this syllabus.

### VI. SEMESTER GRADE COMPUTATIONS

A. The course grade is determined by performance on the skills checkoff, written examinations and quizzes.

**Skills:** The student will be given three opportunities to pass each skill check off. The student must pass 100% of all skills. Supervised remediation/practice will be required for the student not passing a skill check off. If a student is unsuccessful in a skill, it will be their responsibility to schedule a supervised practice and the next attempt of the skill within one (1) week. If the student misses the scheduled practice or check-off, it will be recorded as a “U” for that attempt. The student will fail the course if they are unsuccessful on any skill after three attempts.
In order to be successful in the course the student must successfully complete the VNSG 1227 lab skills, as stated above, and earn a cumulative exam average of at least 70% (168 points out of an available 240 points) and have a cumulative total of at least 280 points (out of a total available 400 points) to be successful in the course. Students who have successfully completed the lab skills but do not have a cumulative exam average of at least 70% (168 points) after all exams will fail VNSG 1227. In order to receive participation points a student must meet the minimum requirement of 168/240 or he/she will not receive participation points and will fail VNSG 1227. There are no extra credit assignments in VNSG 1227 and grades are not rounded.

It is possible that a student could achieve a cumulative exam score of 70% (168 points) and still be unsuccessful if the student does not earn enough points to total 280 points. Students who do not have a total of at least 280 points at the end of the semester will fail VNSG 1227. There is no rounding of points.

Evolve NCLEX questions: These must be done in sequence with the unit of study. Not all at once, and late submissions will not be accepted. Due dates are posted below. You will have 2 attempts to receive a 70%. If you do not receive a minimum of a 70%, you will not earn points for that quiz. This activity is part of your course grade. Not completing them may negatively impact your course grade. Please see the course calendar for due dates.

B. The requirements for determining course grades are:

1. **Exam Points**
   - Exams-3- worth 80 points each 240 points
   - Final Comprehensive Exam: 80 points

2. **Assignments**
   - 5 Quizzes – Worth 10 points each 50 points
   - Skill Check Offs Pass/Fail

3. **Participation Points**
   - Evolve NCLEX Rev Ques (Dewitt) (3) 30 points
   - Total points possible: 400 points

**VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM THE INSTRUCTOR**

A. **Course Withdrawal:** (Consistent with CTC policy)
B. **Administrative Withdrawal:** (Consistent with CTC policy)
C. **Incomplete Grade:** (Consistent with CTC policy)
D. **Cellular Phones and Beepers:** (Consistent with CTC policy)
E. **American’s With Disabilities Act (ADA):** Disability Support Services provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at [www.ctcd.edu/disability-support](http://www.ctcd.edu/disability-support) for further information. Reasonable
accommodations will be given in accordance with the federal and state laws through the DSS office.

F. **Instructor Discretion**: The instructor reserves the right of final decision in course requirements.

G. ** Civility**: Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.

H. **Support Services**: The College offers a variety of support services to students. Refer to the CTC website: [http://www.ctcd.edu/students/current-ctc-students/academic-support/](http://www.ctcd.edu/students/current-ctc-students/academic-support/) and [http://www.ctcd.edu/academics/catalog/catalog-texas/student-services/](http://www.ctcd.edu/academics/catalog/catalog-texas/student-services/)

I. **Statement on Harassment and Discrimination**: (Consistent with CTC policy)

J. **Inclement Weather**: Information about class cancellation or delay because of inclement weather can be obtained by listening to KNCT-FM (91.3 FM) or by calling (254) 501-3100. (CTC Inclement Weather Information Line).

**VIII. COURSE OUTLINE**

A. **Unit One – Pharmacology, Safety, Dosage Calculation and Drug Administration**

1. **Learning Outcomes**:
   a. Describe the different drug classification and their actions.
   b. Compute simple dosage calculations.
   c. Explain the legal implications of drug administration by the nurse.
   d. Identify measures used to prevent medication errors.
   e. Demonstrate safe practices in administration of medications.

2. **Learning Activities**: Group discussion, project, and independent and group collaboration.

3. **Equipment and Materials**: Lecture Outline/PPT and/or instructional handouts in Blackboard Learning Management System

4. **Audio-visual Aids**: DVD/VHS, CD, Computer Aided instruction (CAI) as appropriate

5. **Lesson Outline**:
   a. DeWitt Chapter 33 – Pharmacology and Preparation for Drug Administration
   b. Ogden Chapter 1 – 7 Review of Mathematics

B. **Unit Two – Administering Non-Invasive Medications**

1. **Learning Outcomes**:
   a. Explain the different types of medication orders.
   b. Identify all the parts of a medication order.
   c. Compare the differences between a paper MAR and eMAR.
   d. Explain the nurse’s responsibility in the event of a medication error.
   e. Define the different times used for scheduled medications.
   f. Name the six rights of medication administration.

2. **Learning Activities**: Group discussion, project, and independent and group
collaboration.

3. **Equipment and Materials**: Lecture Outline/PPT and/or instructional handouts in Blackboard Learning Management System

4. **Audio-visual Aids**: DVD/VHS, CD, Computer Aided instruction (CAI) as appropriate

5. **Lesson Outline**:
   a. DeWitt Chapter 34 – Administering Oral, Topical, and Inhalant Medications
   b. Ogden Chapter 12 – Dimensional Analysis and the Calculation of Drug Dosages
   c. Ogden Chapter 13 – Oral Dosages
   d. Ogden Chapter 14 – Parenteral Dosages

C. **Unit Three – Administering Invasive Medications**

1. **Learning Outcomes**:
   a. Explain the principles for safe medication administration with intradermal, subcutaneous, and intramuscular.
   b. Describe the signs and symptoms of anaphylactic shock.
   c. Demonstrate the correct method for drawing up two types of medication, including insulin, in one syringe.
   d. Locate the appropriate site on a patient to give an intradermal, subcutaneous, and intramuscular injection by identifying correct anatomic landmarks.

2. **Learning Activities**: Group discussion, project, and independent and group collaboration.

3. **Equipment and Materials**: Lecture Outline/PPT and/or instructional handouts in Blackboard Learning Management System

4. **Audio-visual Aids**: DVD/VHS, CD, Computer Aided instruction (CAI) as appropriate

5. **Lesson Outline**:
   a. DeWitt Chapter 35 – Administering Intradermal, Subcutaneous, and Intramuscular Injections
   b. Ogden Chapter 15 – Reconstitution and Dosages Measured in Units
   c. Ogden Chapter 16 – Intravenous Flow Rates

IX. **TEACHING LEARNING ACTIVITIES**

A. **Course Calendar**: The Course Calendar for VNSG 1323 details required reading for each of the units of study. The student is to use this syllabus in conjunction with the course calendar to prepare for class. (C 1, 3)

B. **Supplemental Learning Activities**: Students are highly advised to utilize the supplemental learning aids that accompany the required text in preparation for each lesson. Each assigned chapter in the required text has corresponding NCLEX Examination questions that should be completed. Student resources are available at [http://evolve.elsevier.com/](http://evolve.elsevier.com/). Then search for your textbook: DeWit's Fundamental Concepts and Skills for Nursing, 5th Edition. These resources
include NCLEX exam Review Question with rationales, interactive case studies, animations, video clips, audio clips, and chapter summaries. The study guide that accompanies the required text is also available and it is recommended that students utilize it as an additional learning aid for this course. All of these resources are excellent learning aids and are highly recommended by the instructors of this course.

C. Auto-Tutorial: For some units of study, audio-visual materials and computer-assisted instruction are assigned. Videos will be viewed in class. Computer-assisted programs may be viewed in the learning laboratory. The student will be tested over material from videos or required computer-assisted programs. (C 8, 18)

D. Self-Directed Study: Each student enters the program with varied backgrounds, educational preparations and rate of learning; therefore, to enhance the teaching-learning process, the student is expected to develop an attitude of self-direction in acquiring knowledge. As part of the self-directed study the student is encouraged to complete Learning Outcomes at the beginning of each assigned chapter. This course is fast paced, with new material covered at each class meeting. Class time is designed to supplement and clarify assigned learning activities. Please set up an appointment time with the appropriate professor, if further assistance is needed. (F 11, 13, 16)

E. Class Presentation: A variety of teaching methods (lecture, discussion, demonstration, small group activities, computer-assisted instruction, audio visuals) will be utilized to present material on assigned units of study. Class presentations are intended to supplement assigned learning aids. It is the student’s responsibility to be familiar with assigned material before attending class. (F 13)
CENTRAL TEXAS COLLEGE
VNSG 1227
Essentials of Medication Administration
Syllabus Signature Sheet

My signature acknowledges that I have read and understand the Syllabus, Course Format and Testing Policy for VNSG 1227, Medication Administration, and I agree to abide by the terms set forth in this document.

________________________________________________________________________
Printed Name

________________________________________________________________________
Signature Date