Moberly Area Community College
Common Syllabus

NUR 100-01L: MEDICATION ADMINISTRATION

Catalog Description:
NUR100 Medication Administration 0.5-0.5-1 (8 Theory contact hours-16 lab contact hours).
Safe, effective nursing care requires basic knowledge of mathematics, as well as the ability to utilize numbers and measuring systems. Students will learn basic principles and methods for medication administration. This course reviews basic math operations before introducing more specific concepts. Topics covered are as follows: drug measures, medication labels, syringe utilization, insulin administration, medication administration systems, other dosage calculations, and documentation of medication administration. Pre/Corequisite MTH 140 or higher.

Text(s):


Other Required Materials: Basic calculator

Purpose of Course: Students will develop skills in calculation of mathematical formulae and ratios, specifically focusing on medication administration. Mastery of medication administration techniques will be attained by end of the course.

Course Objectives:
Upon successful completion of this course, students will be able to:
1. Solving problems using fractions, decimals, percent, ratio, proportions, and dimensional analysis.
2. Solving problems involving the apothecary, metric, and household systems of measurements.
3. Solving problems measured in units and milliequivalents
4. Solving problems related to oral and parenteral dosages
5. Identify the seven rights of medication administration.
6. Discuss nursing roles and responsibilities in medication administration.
7. Implement nursing actions to prevent medication errors.
8. Read and interpret information on a medication label.
9. Measure insulin correctly and mixing insulins.
10. Correctly and safely prepare and administer medications.

Course/Laboratory Clock Hours: Hybrid Course 1 credit hour/8 weeks. Theory=8 hours.
Laboratory=16 hours. You must have 100% attendance for laboratory hours. Laboratory meets
every Wednesday for 1.0 hour and 1.0 hour during your assigned lab day (Tuesday/Thursday).
Hybrid courses are 50% online, 50% face-to-face.

Course Content:
1. Basic mathematics (fractions, decimals, percents, ratios, proportions)
2. Drug measurements
3. Medication labels and syringes
4. Oral and Parenteral medications (IM/SQ)
5. Formula, Ratio and proportion, and dimensional analysis methods of calculation
6. Medication Documentation
7. Calculations using body weight and body surface area
8. Techniques for administration of medications
9. Safety in Medication administration

Connection with Health Sciences Division (HSD) Outcome Statement: Connection with Health
Sciences Division Outcome Statement:
In compliance with MACC’s HSD outcomes, the student who successfully completes this course
will be able to:

Outcome II:
Student will demonstrate an understanding of healthcare-related math and scientific principles.
• The student will demonstrate an understanding of math and scientific principles by
  passing the quizzes, mid-term, and Final Examinations for this course.

Outcome IV:
Students will apply principles of professionalism and safety standards when entering the
workforce.
• The student will demonstrate professionalism and follow safety standards during
  laboratory demonstration. The student will pass the psychomotor skills for this course.

ASSESSMENT OF STUDENT LEARNING

Students must attain 78% on written work in this course AND successfully complete
psychomotor skills related to medication administration. Frequent exams encourage student
involvement with material. Homework will be assigned in each unit which includes homework
quizzes and threaded discussions. Threaded discussions are an important tool to evaluate the
students understanding of a concept and should be a well thought out response. It is not just
your opinion.

Exams make up 90% of the grade in associate degree nursing courses. Students taking
online exams are expected to complete examinations without the use of books, notes or any
other aids. Mid-term and Final Exams will be on-campus.

Student grades will be provided in Canvas. The grades posted online under the
gradebook tab will give your exam score, along with all other scores received in the course.
Medication Administration is a course containing critical skills. Successful completion of the Medication Administration course is necessary for continuation in both the Fundamentals of Nursing course and the ADN program. The student must pass this course in order to continue in the ADN program. The student who is unsuccessful in the medication administration course must re-apply to the nursing program the next semester.

Administration of medications by nurses requires psychomotor skills as well as cognitive skills. Students in the NUR 100 Medication Administration course must master assigned psychomotor skills as a part of the course. Students may use two attempts to show mastery of psychomotor skills for medication administration. Any student who is unable to demonstrate mastery of these skills after two attempts will not successfully pass the laboratory portion of the course and will not be able to progress in the nursing program.

NO LATE PAPERWORK/EXAMS/HOMEWORK IS ACCEPTED.

Written Assignment: Students are expected to turn in all written assignments on the designated dates and time as identified by the faculty member in Canvas. Late work will be evaluated by the Dean of Health Sciences and the faculty. The Dean of Health Sciences upon evaluation will make the final decision. In the event the situation does not meet the criteria for extreme, extenuating circumstances, a grade of “0” (zero) will be given.

Extreme extenuating circumstances are warranted by, but not limited to the following:
1. Illness of self or immediate family that requires hospitalization or emergency treatment.
2. Death in the immediate family.
3. Court appearances.

When possible, the student will provide written documentation and verbal notification to the faculty member in advance of the date and time the assignment is due.

If a student misses a scheduled exam (online or in-person), there will be an upfront deduction of 10% of the total points possible on the exam unless extreme, extenuating circumstances prevail. If a second test is missed in the course, a 20% reduction of the total possible exam points will be given, unless extreme, extenuating circumstances exist. In this case, the student must petition faculty with proper documentation to waive the point deduction(s). The student has one week to petition the faculty.

Grade Scale:

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<th>Grading System:</th>
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<tr>
<td>Assignments, quizzes, homework: 10%</td>
<td>A = 90 - 100%</td>
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<tr>
<td>Unit Exams: 60%</td>
<td>B = 83 - 89%</td>
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<tr>
<td>Cumulative final exam: 30%</td>
<td>C = 78 - 82%</td>
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<td>D = 66 - 77%</td>
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<td>F = below 66%</td>
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Description of Assignment(s)/Project(s):

Course Assignments:
Assignments make up 10% of the course grade. Please see the assignment section included under each unit for specific assignments related to each unit of study.

Due Dates may be found in several places:
1. Under Course Home in the Course Schedule item
2. Under the Module tab in each unit

**Expected Study Time Commitments**: Students should expect to spend approximately 2 to 4 hours per week studying, reading, and working on assignments for each registered credit hour. For example, 6 to 12 study hours per week may be expected for a 3-credit hour class.

**INSTRUCTOR POLICIES**

**Tardiness**:  
**Make-up and late work**:  
**Extra-credit work**:  

**COLLEGE POLICIES**

**Attendance**:  

**Attendance Policy**: Students are expected to attend all class sessions for which they are enrolled. The College reserves the right to drop or withdraw students from courses due to lack of attendance.

Students need to be aware that dropping/being dropped from a course and their last date of attendance in the course may impact their financial aid.

MACC faculty are required to track attendance and report lack of attendance. An instructor must complete the appropriate steps to drop a student within one week following the student’s violation of the attendance policy. Additionally, a student’s attendance rate will be calculated based upon the first day the academic session begins (not the student’s date of enrollment in the course). If a student does not attend a course as defined below, the student will be dropped as “Never Attended.”

**Term Length Drop Calculations**

- **16-week**: Any student who misses two (2) consecutive weeks of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

- **8-week**: Any student who misses one (1) consecutive week of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

- **4-week**: Any student who misses two (2) consecutive days of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

- **Intersession**: Any student who misses one (1) day of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.
Acceptable justification may include, but is not limited to, family emergencies, illness or injury, college-approved co-curricular and extra-curricular activities, and religious holidays.

### Definition of Course Attendance

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<th>Course Type</th>
<th>Description</th>
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<td><strong>In Seat</strong></td>
<td>Physically attending scheduled, face-to-face, class meetings</td>
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<tr>
<td><strong>Virtual</strong></td>
<td>Being present, via appropriate platform, for scheduled class meetings/activities</td>
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| **Hybrid**      | Physically attending scheduled, face-to-face, class meetings and active participation in the online portion of the course which may include any or all of the following:  
  - Completion of quizzes or exams during class meetings and online  
  - Submission of assignments during class meetings and online  
  - Participation in discussions during class meetings and online |
| **Online**      | Active participation in an online course includes the following:  
  - Completion of quizzes or exams  
  - Submission of assignments  
  - Participation in threaded discussions |

Simply logging into the Learning Management System (Canvas) and/or accessing the course and course related material does not constitute active participation for the online component of hybrid courses or for online courses. (*Policy Handbook*, I.090 & M.095)

### Academic Dishonesty:

MACC board policy is as follows: “Academic dishonesty by students damages institutional credibility and unfairly jeopardizes honest students; therefore, it will not be tolerated in any form.” Forms of academic dishonesty include but are not limited to the following: violations of copyright law, plagiarism, fabrication, cheating, collusion, and other academic misconduct. Incidents of dishonesty regarding assignments, examinations, classroom/laboratory activities, and/or the submission of misleading or false information to the College will be treated seriously. The procedure for handling academic dishonesty is outlined in the Student Handbook (*Policy Handbook M.010*). In cases of alleged academic dishonesty, the burden of proof is on the student, not on the instructor.

### Student Email:

MACC Mail is the official student email system at MACC. Official college communication is sent via this email system. Students are responsible for checking their MACC Mail account regularly. Students may also receive notifications and reminders from MACC through the online learning platform. However, students should remain aware that the online learning platform messaging system and MACC Mail (student email) system are two separate systems.

### ADA Statement:
Students who have disabilities that qualify under the Americans with Disabilities Act may register for assistance through the Office of Access and ADA Services. Students are invited to contact the Access Office to confidentially discuss disability information, academic accommodations, appropriate documentation and procedures. For more information, please call either the Moberly office at (660) 263-4100 x 11240 or the Columbia office at (573) 234-1067 x 12120, or visit our web page at http://www.macc.edu/index.php/services/access-office

**Title IX Statement:**
MACC maintains a strict policy prohibiting sexual misconduct in any form, including sexual harassment, sexual discrimination, and sexual violence. All MACC employees, including faculty members, are considered mandated reporters of sexual misconduct and as such are expected to contact the Title IX Coordinator when they become aware, in conversation or in writing, of an incident of sexual misconduct. For more information on this policy or to learn about support resources, please see http://www.macc.edu/sexual-misconduct-policy or contact Cheryl Lybarger, MACC’s Title IX Coordinator, at 660-263-4100, ext. 11369 or cherylybarger@macc.edu