WEST VALLEY COLLEGE
HTECH 063 – FALL 2004
MEDICATION ADMINISTRATION (1.5 UNITS)

Instructor: Faraneh Javan  
Instructor phone: (408) 741-2498
Instructor Office: AAS Rm. 33A  
Instructor e-mail: faraneh_javan@wvmccd.cc.ca.us
Instructor Office Hours: Monday 10:30a.m.-12:30p.m., Wednesday 1:30-2:30p.m.
or by Arrangement

Time: Monday, 12:30 to 3 p.m.
Location: AAS 33

Recommended Preparation: HTECH-005, Math 902

Textbook:  
- KINN’S THE CLINICAL MEDICAL ASSISTANT, By Deborah Kennedy, Saunders  
- STUDENT MANUAL TO ACCOMPANY THE CLINICAL MEDICAL ASSISTANT TEXTBOOK
- MATH FOR MEDS, by Curren and Munday, 8th Edition, WIP

Course Description: This course will give the Health Care students an opportunity to learn the theory and practice of 
administration of parenteral medications including site selection, safety factors, techniques; as well as medication dosage
calculations (medication math). This course is West Valley College Degree Applicable.

Course Outcomes/Objectives: Upon completion of this course, the student will be able to:
1. Explain the purpose of following Standard Precautions with all patients.
2. List safety guidelines for medication administration.
3. Perform a medical aseptic hand washing.
4. Describe how to calculate dosages using the metric and apothecary systems of measurement and how to convert
measurements within and between systems.
5. Describe the various methods for calculating pediatric dosages.
6. Explain the differences between the oral and parenteral routes of medication administration and note why one method may
be preferable to another in a specific situation.
7. Identify and explain equipment used for each method.
   a. types of syringes and calibration of each
   b. types of needles and the use of various sizes.
5. Identify and explain techniques of administration of each method.
6. List the types of injections, their angles, and locate their sites.
7. Prepare medication.
8. Select and prepare the site for each medication.
9. Administer medication for each method.
10. Demonstrate consistent use of sterile technique.
11. Demonstrate correct handling of the patient.

Attendance Requirements: Attendance is MANDATORY. The West Valley attendance policy is strictly adhered to, 
and states: a student may miss two times the number of times a class meets in one week. If you can not come to a class
meeting, please notify the instructor. It is the late arriving student’s responsibility to make sure that the instructor has noted
arrival. Failure on the student’s part to notify instructor means the absent make will stand.

Lab Assignments: Each student must successfully demonstrate at least ten of the following types of injections (with the
last four of each type passed with perfect score).
   10 Intramuscular (IM) = 5  
   Deltoid, 5 Gluteal
   10 Subcutaneous (SQ)  
   10 Intradermal (ID)
HTECH 063 Greensheet Cont.

**Grading:** Final grade will be based on total semester points accumulated through (4) quizzes and (1) final exam and successful demonstration of injection technique as required under lab assignments.

- A = 90 - 100%
- B = 80 - 89%
- C = 70 - 79%
- D = 60 - 69%
- F = 59% and lower

**DISTRIBUTION OF POINTS WILL BE AS FOLLOWS:**

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
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<tbody>
<tr>
<td>Quizzes (4) @ 50pts. Each:</td>
<td>200</td>
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<tr>
<td>Injections (30) @ 10pts. Each:</td>
<td>300</td>
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<td>Final Exam:</td>
<td>200</td>
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<td><strong>Total:</strong></td>
<td><strong>700</strong></td>
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**Cheating policy:** Cheating on any quiz or exam will not be tolerated. If the instructor has good reason to believe that cheating has taken place on a test, test will **not** be graded. A conference will take place and the Dept. chair will be informed. A drop from the class may take place.

**Policy Compliance:** Failure to comply with the deadlines for forms, fees, and supplies could result in the student being dropped from the class.

**Safety:** Any student working in an unsafe manner will be dropped from the class at the instructor’s discretion. The criteria for this determination is (2) breaks in safety guidelines/techniques as outlined or given in classes.

**Emergency Procedures:** West Valley College is one of the safest campuses in California. However, earthquakes and other incidents have been known to happen. The college has developed an emergency procedures handbook. This includes how to respond to emergencies that might occur on campus and in the classroom. A copy of the handbook is posted along with other emergency information on the bulletin board at the southeast corner of the classroom.

In the event of an evacuation, the meeting point for this class is at or near the evacuation staging area sign near the bus stop in Lot #3.

Please note the following important numbers:

- life threatening emergency - regular phones:...911
- life threatening emergency - campus phone:...9-911
- student health services on campus:...2222
- safety escort:....2092
- nearest accessible campus phone (my office):....2403
- nearest public phone (located just outside the exit door next to the AAS Div. office):..741-9939
- nearest fire alarm: outside north and south door
- nearest fire extinguisher: inside south door

**Student and Instructor Responsibilities**

Information is available in the College Catalogue, pages 179-189.
DRESS CODE FOR MEDICATION ADMINISTRATION

1. Student to report to class in full uniform. Uniform can consist of slacks or skirt. Whit is preferred, unless student is currently working at employment where she has already purchased uniforms. White & Seal Blue are HTECH colors. These can be mixed with white slacks and seal blue top.
2. No excessive jewelry is allowed. Wedding ring and watch are customary, as well as, small earrings.
3. Male students to wear white slacks, white shirt, white clinical shoes, white socks, and white lab coat.
4. Fingernails are to be kept clean and short, clear or pale nail polish.
5. Hair is to be styled to achieve a neat appearance and fastened back when in uniform.
6. White clinical shoes should be polished.
7. Scrubbed appearance OVERALL.
8. No excessive makeup is to be worn.

FAILURE TO MEET EXPECTED STANDARDS WILL MEAN THE STUDENT WILL NOT BE ALLOWED TO PARTICIPATE IN INJECTION PRACTICE THAT DAY.

ITEMS REQUIRED:

1. Name Tags: Student to purchase a name tag stating your name and medical assisting student below. It may, also, read West Valley College MA student, HTECH.
2. Materials Needed: Each student is expected to bring a small box or other container suitable for storing injection materials. This will be needed by the second class session and will be stored in the lab.
## TENTATIVE COURSE OUTLINE

<table>
<thead>
<tr>
<th>Date</th>
<th>Lecture</th>
<th>Assign/Quiz Due</th>
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<tbody>
<tr>
<td>Sep. 13</td>
<td>Introduction/Overview of Course/Expectations</td>
<td>Clinical Text, Ch. 2, p. 29-31</td>
</tr>
<tr>
<td>Sep. 20</td>
<td>Introduction to Pharmacology, Controlled Substances, Introduction to Drug Measures</td>
<td>Clinical Text, Ch. 8, p. 137-143</td>
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<td>Abbreviations Handout</td>
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<td>Math for Meds-Ch 4-5</td>
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<tr>
<td>Sep. 27</td>
<td>Drug Absorption, Distribution Drug interactions with the Body Reading Medication Labels and Syringe</td>
<td>Clinical Text, Ch. 8, p. 145-149</td>
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<td>Oct. 4</td>
<td>Classifications of Drugs, Use of PDR Drug Forms and Administration</td>
<td>Clinical Text, Ch 8, p. 150-153</td>
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<td>Calibrations-Metric, International System</td>
<td>Ch. 9, p. 156-158</td>
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<td>Math for Meds-Ch 6, 12</td>
<td>Math for Meds-Ch 6, 12</td>
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<td>Oct. 11</td>
<td>Prescriptions, Dosage Calculation Quiz #1, Abbreviations</td>
<td>Prescription Hand-Outs</td>
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<td>Prescription Hand-Outs</td>
<td>Clinical Text, Ch 9, p. 159-165</td>
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<td>Math for Meds - Ch 11</td>
<td>Math for Meds - Ch 11</td>
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<td>Oct. 18</td>
<td>Administering Medications, Vocabulary Safety in Drug Administration</td>
<td>Clinical Text, Ch 10, p. 168-175</td>
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<td>Drug Forms and Administration</td>
<td>Math for Meds - Ch 13</td>
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<td>Oct. 25</td>
<td>Parenteral administration, Administering Intradermal Injection</td>
<td>Quiz #2</td>
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<td>Math for Meds – Ch. 7, 14</td>
<td>Clinical Text, ch. 10, p. 175-184</td>
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<td>Nov. 1</td>
<td>Intradermal Injection Practice</td>
<td>Math for Meds – Ch. 8, 9</td>
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<td>Nov. 8</td>
<td>Administering a Tine or Mantoux Test Allergy, Allergic Reaction, Types of Allergy Tests Continue Injection Practice Quiz #3</td>
<td>Clinical Text, Ch 10, p. 184-185</td>
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<tr>
<td>Nov. 15</td>
<td>Administering Subcutaneous Injection Immunizations</td>
<td>Quiz #3</td>
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<td>Clinical Text, Ch 10, p. 187</td>
<td>Math for Meds. – Ch. 10</td>
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<td>Nov. 22</td>
<td>Administering Intramuscular Injection Continue Injection Practice</td>
<td>Quiz #4</td>
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<td>Clinical Text, Ch 10, p. 184-185, 191-192</td>
<td>Math for Meds-Ch 10-12</td>
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<tr>
<td>Date</td>
<td>Activity</td>
<td>Notes</td>
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<td>Nov. 29</td>
<td>Administering Intramuscular Injection, Using Z-Track</td>
<td>Clinical Text, Ch. 10, p. 189</td>
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<td>Dec. 6</td>
<td>Continue Injections</td>
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<td>Dec. 13</td>
<td>Final Review</td>
<td>Complete Injections</td>
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<tr>
<td>Dec 15</td>
<td>FINAL EXAM</td>
<td>11:50 to 1:50 PM</td>
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