

**MA 165 Course Outline as of Fall 2020****CATALOG INFORMATION**

Dept and Nbr: MA 165 Title: PHARM AND ADMIN OF MEDS  
 Full Title: Pharmacology and Administration of Medications  
 Last Reviewed: 1/27/2020

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	3.00	Lecture Scheduled	2.00	17.5	Lecture Scheduled	35.00
Minimum	3.00	Lab Scheduled	3.00	17.5	Lab Scheduled	52.50
		Contact DHR	0		Contact DHR	0
		Contact Total	5.00		Contact Total	87.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 70.00

Total Student Learning Hours: 157.50

Title 5 Category: AA Degree Applicable

Grading: Grade Only

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

**Catalog Description:**

Course covers basic pharmacology, including principles of safe preparation, administration, and documentation of medications and vaccinations by oral, parenteral, and topical/transdermal routes. Students review basic math calculations and conversions for preparation and administration of medication and vaccinations. Medications are identified by their clinical use, mechanism of action, side effects, and adverse reactions. Risk factors for drug and alcohol abuse are presented, along with drug addiction and withdrawal symptoms.

**Prerequisites/Corequisites:**

Course Completion of MA 160, MA 161, MA 162, MA 163, MA 167; AND Concurrent Enrollment in MA 164, MA 168, MA 169, and MA 174

**Recommended Preparation:**

Eligibility for ENGL 1A or equivalent

**Limits on Enrollment:****Schedule of Classes Information:**

Description: Course covers basic pharmacology, including principles of safe preparation, administration, and documentation of medications and vaccinations by oral, parenteral, and

topical/transdermal routes. Students review basic math calculations and conversions for preparation and administration of medication and vaccinations. Medications are identified by their clinical use, mechanism of action, side effects, and adverse reactions. Risk factors for drug and alcohol abuse are presented, along with drug addiction and withdrawal symptoms. (Grade Only)

Prerequisites/Corequisites: Course Completion of MA 160, MA 161, MA 162, MA 163, MA 167; AND Concurrent Enrollment in MA 164, MA 168, MA 169, and MA 174

Recommended: Eligibility for ENGL 1A or equivalent

Limits on Enrollment:

Transfer Credit:

Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>CSU Transfer:</b>		Effective:	Inactive:
<b>UC Transfer:</b>		Effective:	Inactive:

### **CID:**

#### **Certificate/Major Applicable:**

Both Certificate and Major Applicable

## **COURSE CONTENT**

### **Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

1. Explain and demonstrate the principles of safe medication administration in accordance with the Medical Board of California's medical assistant (MA) scope of practice, the Occupational Safety and Health Administration (OSHA) regulations, the Health Insurance Portability and Accountability Act (HIPAA) guidelines, and the California Certifying Board for Medical Assistants (CCBMA) requirements.

### **Objectives:**

At the conclusion of this course, the student should be able to:

1. Accurately convert and calculate medication and vaccine dosages: for infants, children, and adults utilizing standardized units of measure
2. Utilize accepted pharmacologic abbreviations
3. Describe drug classifications
4. Identify the appropriate clinical uses of medications
5. Identify medications based on Review of Systems (ROS)
6. List commonly used over-the-counter (OTC) medications
7. Describe drug side effects and adverse reactions to prescribed and OTC medications
8. Identify risk factors and withdrawal symptoms of addictive substances
9. Apply history of drug legislations as it relates to current standards
10. Demonstrate knowledge and scope of practice of the medical assistant as it relates to drug administration

11. Prepare and administer medications utilizing medical aseptic technique
12. Document administration of medications using paper and/or Electronic Medical Records (EMR)

## Topics and Scope:

- I. Mathematics of Dosage
  - A. Roman numerals
  - B. Fractions
  - C. Decimal fractions
  - D. Percentage
  - E. Proportion
  - F. Fahrenheit and Celsius
  - G. Systems of measurement
  - H. Dosage for children
  - I. Dosage of drugs standardized in units
- II. Basic Pharmacology
  - A. Principles of drug administration
  - B. Common abbreviations related to route of administration and frequency of dosage
  - C. Drugs, by clinical use, including antibiotics, sulfonamides, antihistamines, antihypertensive agents, tranquilizers and antidepressants, hormones, diuretics, urinary antiseptics, antineoplastic drugs, immunizing and immunosuppressive agents, geriatric medication
  - D. Drugs that affect the respiratory system, blood vessels, the blood, the central nervous system, the autonomic nervous system, and the digestive system
  - E. Vitamins and minerals
  - F. OTC medications
- III. Adverse Reactions
  - A. Identifying symptoms
  - B. Required reporting
- IV. Drug and Alcohol Abuse
  - A. Signs and symptoms
  - B. Treatments
  - C. Diversion
  - D. Interactions with food and drugs
- V. Administration of Medication
  - A. Apply history of drug legislation as it relates to current standards
  - B. Factors influencing dosage
  - C. Parts of a prescription\*
  - D. Guidelines for preparation and administration of medication\*
  - E. Systems of measurement conversions\*
  - F. Preparation and administration of oral medications\*
  - G. Reconstitution of powdered drugs for parenteral administration\*
  - H. Withdrawal of medication from an ampule or vial\*
  - I. Preparation and administration of intradermal and subcutaneous injections\*
  - J. Location of intramuscular injection sites\*
  - K. Preparation and administration of intramuscular injections\*
  - L. Administration of TB tests\*
  - M. Preparation and administration of topical/transdermal medications\*
  - N. Spelling review of medications
- VI. Scope of Practice

\*These items are introduced in lecture, and the related skills are performed in the lab.

## Assignment:

### Lecture-Related Assignments:

1. Reading 1-3 chapters per week
2. Homework problems
  - a. Math assessment and dosage calculation exercises, 5-25 questions per week
  - b. Critical thinking exercises from textbook scenarios, 10-25 exercises per week
  - c. Vocabulary assessment from textbook, 10-20 words per week
3. Completion of 2-6 unit exams and one final exam
4. Completion of the safe medication dosage calculation exam with a score of 90% or better by the third attempt. This assignment is not graded for purposes of this course, but failure to pass this assignment with a grade of 90% or better on the third attempt will result in a failed grade.

### Lab-Related Assignments:

1. Practice skill performance related to safe calculation, preparation, administration and documentation of medications and vaccinations that include oral, parenteral, and topical/transdermal routes
2. Demonstrate competency in formal skill check-offs within 3 attempts related to safe calculation, preparation, administration and documentation of medications and vaccinations that include oral, parenteral, and topical/transdermal routes

## Methods of Evaluation/Basis of Grade:

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None, This is a degree applicable course but assessment tools based on writing are not included because skill demonstrations are more appropriate for this course.

Writing  
0 - 0%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Homework problems, dosage calculations, memorization of standard units of measure through classroom participation, exercises, and case scenarios

Problem solving  
10 - 20%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Skill performance competencies

Skill Demonstrations  
40 - 60%

**Exams:** All forms of formal testing, other than skill performance exams.

Unit exams and final exam

Exams  
30 - 40%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

None

Other Category  
0 - 0%

**Representative Textbooks and Materials:**

Instructor prepared materials

Clinical Procedures for Medical Assistants. 10th ed. Bonewit-West, Kathy. Elsevier. 2018

Essentials of Pharmacology for Health Professions. 8th ed. Colbert, Bruce and Woodrow, Ruth and James, Adam. Cengage Learning. 2019