

Instructor Information		
Instructor	Laura Baker	
Email	bakerla@lamarpa.edu	
Phone	(409) 984-6375	
Office	Allied Health - Room: 107 III	
Office Hours	M-T by appointment only, W-Th 8:00 am-3:00 pm by appointment; F-800 am-100 pm by appointment">M-T by appointment only, W-Th 8:00 am-3:00 pm by appointment; F-800 am-100 pm by appointment	
Additional Contact Information		
Course Information		
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.	
Required Textbooks	<i>Textbook Purchasing Statement: A student attending Lamar State College Port Arthur is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.</i> <i>Textbook Purchasing Statement: A student attending Lamar State College Port Arthur is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.</i> Ogden, S.J. & Fluharty, L.K. (2019). <i>Calculation of Drug Dosages</i> (13th ed.). St. Louis: Elsevier ISBN: 978032382622-8	
Additional Materials/Resources	None	
Corequisites/Prerequisites	None	
Learning Outcomes	In accordance with the mission of LSC-PA, VNSG 1227 Essentials of Medication Administration assists the student to develop the particular skills, knowledge, and attitudes necessary for success as a vocational nurse. Upon successful completion of the course, the student should be able to: 1. Demonstrate accurate dosage calculation. (PSLO 2; PSLO 3) 2. Discuss safe medication administration. (PSLO 2; PSLO 3) 3. Correctly interpret provider’s orders and medication administration records (MAR). (PSLO 1; PSLO 3; PSLO 4) 4. Accurately document medication administration. (PSLO 1; PSLO 3) 5. Explain procedure for obtaining medications from pharmacy. (PSLO 1; PSLO 3; PSLO 4)	
Program Student Learning Outcomes	Upon completion of the Vocational Nursing Program graduates will, under the supervision of a professional licensed nurse and/or licensed physician, function in non-complex settings and should be able to: PSLO 1.Functions within the Scope of Practice for a Vocational Nurse. PSLO 2.Demonstrates safe, direct patient care with individuals who have predictable health care needs. PSLO 3.Exhibits professional nursing behaviors. PSLO 4.Cooperates with members of the interdisciplinary health care team to provide evidence-based care.	
Lecture Topics Outline	Week 1: Campus closed due to bad weather Week 2: Syllabus/Systems of Measurement, Conversions (Metric System) Week 3: Exam I Week 4: Equipment Used in Dosage Measurement, Interpreting Drug Orders, Understanding Drug Labels Week 5: Exam II Week 6: Preventing Medication Errors, Begin Oral Dosage of Drugs, Reading MAR Week 7: Exam III Week 8: Spring Break Week 9: Parenteral Dosage of Drugs, Unit Measurements, Reconstitution of Solutions Week 10: Review Parental Dosage Week 11: Exam IV Week 12: Intravenous Calculations Week 13: Pediatric Dosages Week 14: Review of Intravenous and Pediatric Calculations Week 15: Exam V Week 16: Comprehensive Review Week 17: Final Exam	
Major Assignments Schedule	Date: 02/05/2025 Exam I Date: 02/19/2025 Exam II	Time: 0800 Time: 0800

Date: 03/05/2025	Exam III	Time: 0800
Date: 04/02/2025	Exam IV	Time: 0800
Date: 04/30/2025	Exam V	Time: 0800
Date: 05/12/2025	Final Exam	Time: 0800

Final Exam Date

May 12, 2025 - 8:0 AM Through May 12, 2025 - 11:0 AM

Grading Scale

90-100 = A 80-89 = B 75-79 = C 60-74 = D Below 60 = F

Determination of Final Grade

- Examinations are based on course objectives.
- Course content from pre-requisite courses will be included on exams, as appropriate.
- This course consists of a lab section where students are able to apply principles of medication safety learned in theory. Students are highly encouraged to participate in lab sessions, ask questions and perform practice exercises to ensure comprehension of content and readiness for exams.
- No hat or hoodies may be worn during exams. No hats/caps/hoodies/smart watches/personal possessions other than keys, earbuds, and a pencil may be brought in to the exam.
- No make-up unit exams are given. The numerical grade attained on the **Comprehensive Final exam is substituted for any missed unit exam(s); providing** the student has followed proper protocol in reporting absence.
- Students who arrive after the exam starts, but before it ends may take the exam without penalty, however, they will not be allowed additional time. If a student must miss an exam, s/he must contact the instructor prior to the exam or within twenty-four (24) hours of the exam. A “no-call/no-show” for an exam will result in a grade of “0”.
- Test grades will not be available for a **minimum** of 24 hours posttest.
- Evaluation of Examinations: After each exam, the faculty uses psychometric principles to evaluate the examination. Items missed by 50% or more of the class are reviewed. If an item is found to be flawed, the faculty may give credit for more than one answer or nullify the item. When an item is nullified, the key is changed so that all answers are credited as correct. That is, if a student answered the item as originally keyed, the student will retain the credit for the item. If a student’s answer differs from the one originally keyed, the student is credited for the nullified item. In other words, everyone gets credit for the item and no one loses credit.
- If a student scores less than a “75” on a unit examination, the student is **required** to make an appointment with an instructor **prior to the next examination**. At that time, the student and instructor will review the examination and, with the assistance of the instructor, identify strategies to improve performance on subsequent examinations. **Failure to review will result in a 5-point deduction of the next exam.**
- Any challenge to exam questions must be presented **in writing, with documentation, within one (1) week** of the review of the exam. Disputed exam items must be submitted by the student along with proposed answer supported by documentation from the current textbook, handouts, and/or lecture reference material.
- A Comprehensive Final Exam **must** be taken and is weighted equivalent to two (2) unit exams.
- Any assignment or exam submitted without a student’s name will not receive credit.** The following method will be used to determine each student’s grade in the course:

Exam I	Grade
Exam II	Grade
Exam III	Grade
Exam IV	Grade
Exam V	Grade
Final	Grade
Final	<u>Grade</u>
Total/7=Grade	

A minimum **average of 75%** in VNSG 1227 independent of all other requirements is necessary to pass the course.

Course Policies

Instructor Policies

Additional classroom policies include:

Students and faculty of the Lamar State College-Port Arthur Vocational Nursing Program are expected to assist in maintaining a classroom environment that is conducive to learning. To assure that faculty have the opportunity to teach and students have the opportunity to benefit from time spent in class, unless otherwise approved by the instructor, students are prohibited from engaging in distracting classroom behavior:

- I understand that promptness is expected. I will be on time for the beginning of all classes and will return from breaks promptly.
- I understand that I am expected to come to theory and lab experiences prepared and present myself as a sincere, adult learner.
- I will return phone calls and/or text messages only during scheduled breaks.
- I will keep cell phones on vibrate in classroom and **off and out of reach** during testing and test reviews. In the event of an emergency, your family should contact you through AH Secretary, VN Coordinator, or Department Chair.
- I agree that on-campus computers will only be used for classroom work.
- I agree that all information shared by other students and instructors will remain confidential.
- I will not repeat or discuss what is shared with anyone.
- I agree that I will not engage in ‘side-bar’ discussions.

9. I agree that I will direct my comments to the front of the room.
 10. I agree to participate in all discussions, activities, and exercises.
 11. I agree to be open to new ideas and experiences.
 12. I agree to take risks and step outside of my comfort zone.
 13. I agree to maintain a positive attitude.
 14. I agree to give supportive feedback and make corrections without belittling anyone.
 15. I agree to suspend judgment and be responsible for my actions.
 16. I agree to be responsible for learning as much as I can from this experience.
 17. I agree to ask for what I need from my instructors.
 18. I agree to get better acquainted with my fellow students so we can all identify ways to support one another, work together as a team and develop professionally.
 19. I agree to follow the guidelines and policies in the LSC-PA Vocational Nursing Student Handbook.
- Should I be unable to maintain these expectations or stated program requirements, dismissal from the program may occur.**

The following behaviors will result in the student being asked to cease the action and/or leave the classroom:

- Inappropriate and/or disruptive use of cell phones or other electronics devices in classroom
- talking or sleeping while the instructor is giving instructions or during class discussions/presentations
- displaying a rude or negative attitude/behavior to the instructor or other students

If any of these behaviors result in the student being asked to leave the room, the student will receive a counseling note and may result in a loss of 5 points on the next exam.

Calculator Usage:

1. Use of a **BASIC FUNCTION CALCULATOR** is allowed with the **following exceptions**
 - a. Calculator/cell phone combinations (**cell phones are prohibited**)
 - b. Programmable calculators.

Calculators not specifically covered by this section shall not be allowed without express consent of the instructor.

Attendance Policy

This course may consist of online & in class lectures, labs, and assignments. Schedules may be changed at the discretion of the faculty and vocational nursing coordinator. All attendance policies are in effect whether conducted online or in the classroom setting. Infractions may result in losing professionalism points. Research has shown a cause-and-effect relationship between attendance and college success. Policies for this course are described below:

Because poor attendance is a leading reason for termination from a job in all areas of employment, attendance at all scheduled classes is expected.

1. A student who is absent from course activities for more than three (3) days without notification to the faculty may be dropped from the program by the Program Director. Students on campus but not in class are considered absent. Students who do not attend scheduled live virtual activities will be counted absent.
2. Late arrival to class is disruptive. Students who consistently arrive after the beginning of the class (3 or more times) will be counseled and a plan of corrective action determined. Class will begin promptly at the scheduled time. Students who arrive fifteen (15) minutes after the beginning of class should not enter the classroom and should wait until break to enter. A student who is tardy two (2) times in one class will result in a 5-point deduction from the next exam grade.
3. It is the student's responsibility to notify all Level 1 instructor of any absence. If the student is unable to contact the instructor(s), the student should call 409-984-6356 or 1-800-477-5872 ext. 6356. The student should also email the faculty or call the faculty office and leave a voicemail.
4. In addition to notifying instructors, students must submit a Student Excuse Form, upon the first day of return, each time the student is absent, delayed from attending or must depart early from class, clinical or lab. Failure to complete the Student Excuse Form will result in a declaration of a 'No Call, No Show' for the number of days absent and may result in the student being dismissed from the program.

Additional Information

Institutional Policies

MyLSCPA

Be sure to check your campus email and Course Homepage using MyLSCPA campus web portal. You can also access your grades, transcripts, academic advisors, degree progress, and other services through [MyLSCPA](#).

Academic Honesty

Academic honesty is expected from all students, and dishonesty in any form will not be tolerated. Please consult the LSCPA policies (Academic Dishonesty section in the Student Handbook) for consequences of academic dishonesty.

ADA Considerations	The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Disability Services Coordinator , Room 117, in the Student Success Center. The phone number is (409) 984-6241.
COVID 19 Information	The Lamar State College Port Arthur (LSCPA) Student Code of Conduct COVID 19 Policy requires students who have been diagnosed with COVID 19 to report their condition directly to their local health department. Students should also contact their course faculty to report their quarantine status. In addition, this policy requires all students to wear face coverings when directly exposed to COVID 19 in compliance with the criteria included in the policy. For more information please refer to the COVID 19 link on the LSCPA website.
Facility Policies	No food or tobacco products are allowed in the classroom. Only students enrolled in the course are allowed in the classroom, except by special instructor permission. Use of electronic devices is prohibited.
HB 2504	This syllabus is part of LSCPA's efforts to comply with Texas House Bill 2504.
Mandatory Reporting of Child Abuse and Neglect	As per Texas law and LSCPA policy, all LSCPA employees, including faculty, are required to report allegations or disclosures of child abuse or neglect to the designated authorities, which may include a local or state law enforcement agency or the Texas Department of Family Protective Services. For more information about mandatory reporting requirements, see LSCPA's Policy and Procedure Manual .
Title IX and Sexual Misconduct	LSCPA is committed to establishing and maintaining an environment that is free from all forms of sex discrimination, including sexual harassment, sexual violence, and other forms of sexual misconduct. All LSCPA employees, including faculty, have the responsibility to report disclosures of sexual misconduct, including sexual harassment, sexual assault (including rape and acquaintance rape), domestic violence, dating violence, relationship violence, or stalking, to LSCPA's Title IX Coordinator, whose role is to coordinate the college's response to sexual misconduct. For more information about Title IX protections, faculty reporting responsibilities, options for confidential reporting, and the resources available for support visit LSCPA's Title IX website .
Clery Act Crime Reporting	For more information about the Clery Act and crime reporting, see the Annual Security & Fire Safety Report and the Campus Security website .
Grievance / Complaint / Concern	If you have a grievance, complaint, or concern about this course that has not been resolved through discussion with the Instructor, please consult the Department Chair.
Department Information	Allied Health Chair: Shirley MacNeill Email: macneisb@lamarpa.edu Phone: (409) 984-6365