

Cerro Coso College  
**Course Outline of Record Report**  
10/11/2021

## HCRSC138 : Medication Administration for Medical Assisting

### General Information

Author:	• Tech Support
Course Code (CB01) :	HCRSC138
Course Title (CB02) :	Medication Administration for Medical Assisting
Department:	Allied Health
Proposal Start:	Fall 2013
TOP Code (CB03) :	(1208.10) Clinical Medical Assisting
SAM Code (CB09) :	Clearly Occupational
Distance Education Approved:	Yes
Course Control Number (CB00) :	CCC000532292
Curriculum Committee Approval Date:	Pending
Board of Trustees Approval Date:	Pending
External Review Approval Date:	Pending
Course Description:	This course provides basic education and training in medications and administration for the individual who is interested in working as a Clinical Medical Assistant in the medical back office environment. Topics include basic mathematics, terminology, medication orders, medication administration including oral and injection and documentation. Emphasis is on client education and the role of the medical assistant.
Submission Type:	New Course
Author:	No value

### Faculty Minimum Qualifications

Master Discipline Preferred:	No value
Alternate Master Discipline Preferred:	No value
Bachelors or Associates Discipline Preferred:	• Health Care Ancillaries (Medical assisting, hospice worker, home care aide, certified nurse aide, health aide, ward clerk, central service technology, childbirth educator, primary care associate, massage therapy)
Additional Bachelors or Associates Discipline Preferred:	No value

### Course Development Options

<b>Basic Skills Status (CB08)</b> Course is not a basic skills course. <input type="checkbox"/> Allow Students to Gain Credit by Exam/Challenge	<b>Course Special Class Status (CB13)</b> Course is not a special class. <b>Allowed Number of Retakes</b> 0	<b>Grade Options</b> • Letter Grade Methods <b>Course Prior To College Level (CB21)</b> Not applicable
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**Rationale For Credit By Exam/Challenge**

No value

**Retake Policy Description**

No value

Not applicable

 Allow Students To Audit Course**Course Support Course Status (CB26)**

No value

**Associated Programs** Course is part of a program (CB24)**Associated Program****Award Type****Active**

CC HCRS Clinical Medical Assisting-

Certificate of Achievement

Spring 2018

CC HCRS Medical Assisting

A.S. Degree Major

Spring 2018

**Transferability & Gen. Ed. Options****Course General Education Status (CB25)**

No value

**Transferability**

Not transferable

**Transferability Status**

Not transferable

**Units and Hours****Summary****Minimum Credit Units (CB07)** 2**Maximum Credit Units (CB06)** 2**Total Course In-Class (Contact) Hours** 54**Total Course Out-of-Class Hours** 54**Total Student Learning Hours** 108**Faculty Load** 0**Credit / Non-Credit Options****Course Credit Status (CB04)****Course Non Credit Category (CB22)****Non-Credit Characteristic**

Credit - Degree Applicable

Credit Course.

No Value

**Course Classification Status (CB11)**

Credit Course.

Variable Credit Course

**Funding Agency Category (CB23)**

Not Applicable.

Cooperative Work Experience Education Status (CB10)

**Weekly Student Hours**

	In Class	Out of Class
Lecture Hours	1.5	3
Laboratory Hours	1.5	0
Activity Hours	0	0

**Course Student Hours**

<b>Course Duration (Weeks)</b>	18
<b>Hours per unit divisor</b>	0
<b>Course In-Class (Contact) Hours</b>	
Lecture	0
Laboratory	0
Activity	0
<b>Total</b>	54
<b>Course Out-of-Class Hours</b>	
Lecture	0
Laboratory	0
Activity	0
<b>Total</b>	54

**Time Commitment Notes for Students**

No value

**Faculty Load**

Extra Duties: 0

Faculty Load: 0

**Units and Hours - Weekly Specialty Hours**

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

**Pre-requisites, Co-requisites, Anti-requisites and Advisories**

No Value

## Entrance Skills

Entrance Skills

Description

No value

No value

## Limitations on Enrollment

Limitations on Enrollment

Description

Requisites

Prerequisite:

HCRS C136

Content Review

HCRS C136: Clinical Medical Assisting I is a part of the core courses required in the new Administrative Medical Assisting

Certificate. Students will need the basic medical procedures, standard precautions, basic patient care, and aseptic

technique learned in HCRS C136 to be successful in HCRS C138.

or

Corequisite:

HCRS C136

Content Review

HCRS C136: Clinical Medical Assisting I is a part of the core courses required in the new Administrative Medical Assisting

Certificate. Students will need the basic medical procedures, standard precautions, basic patient care, and aseptic

technique learned in HCRS C136 to be successful in HCRS C138.

## Specifications

Methods of Instruction

Methods of Instruction

Audiovisual

Rationale

No value

Methods of Instruction

Computational Work

Rationale

No value

Methods of Instruction

Demonstration

Rationale

No value

Methods of Instruction

Discussion

Rationale

No value

<b>Methods of Instruction</b>	Group Work
<b>Rationale</b>	No value
<b>Methods of Instruction</b>	Instruction through examination or quizzing
<b>Rationale</b>	No value
<b>Methods of Instruction</b>	Laboratory
<b>Rationale</b>	No value
<b>Methods of Instruction</b>	Lecture
<b>Rationale</b>	No value
<b>Methods of Instruction</b>	Problem Solving
<b>Rationale</b>	No value
<b>Methods of Instruction</b>	Skills Development and Performance
<b>Rationale</b>	No value
<b>Assignments</b>	
<ol style="list-style-type: none"> <li>1. Read the assigned chapters and outline the chapters prior to lecture.</li> <li>2. Incorporate lecture notes within the chapter outlines.</li> <li>3. Complete assignment from questions at the end of each chapter of the textbook or workbook.</li> <li>4. Practice scenario-based medication administration.</li> </ol> <p>Example Case Study: The doctor ordered Oxycontin (Morphine) 80mg by mouth for Mrs. Smith. Mrs. Smith stated she does not need all of the Oxycontin and she would like half of the dose ordered. The Medical Assistant found that the Oxycontin pills came in 40mg tablets. How much Oxycontin should the Medical Assistant give to Mrs. Smith?</p>	
<b>Methods of Evaluation</b>	<b>Rationale</b>
Other	<ol style="list-style-type: none"> <li>1. Demonstration of oral and parental medication administration is skills lab using a Check-off list.</li> <li>2. Demonstration of the 'six rights' of medication administration.</li> <li>3. Theory applications will be evaluated by Chapter Quizzes, Mid-term, and Final exam, e.g., questions include multiple choice, true-false, and short answer: Question Example: What is the name of a drug preparation that is applied externally to produce a feeling of heat or warmth? a. Spirit b. Ointment c. Liniment d. Tincture</li> </ol>

## Equipment

No Value

## Textbooks

Author	Title	Publisher	Date	ISBN
Rice, J.	Principles of Pharmacology for Medical Assisting.	Delmar Cengage	2011	

## Other Instructional Materials

No Value

## Materials Fee

No value

## Learning Outcomes and Objectives

### Course Objectives

No value

### CSLOs

Calculate accurate occupational mathematics and metric conversions for proper medication administration.	Expected SLO Performance: 70.0
Select the correct PDR, drug handbook, and other drug references to identify a drug's classification, usual dosage, usual side effects, and contraindications.	Expected SLO Performance: 70.0
Differentiate the common abbreviations that are accepted in prescription writing.	Expected SLO Performance: 70.0
Select proper sites for administering parenteral medications.	Expected SLO Performance: 70.0
Prepare proper dosages of medication for administration by oral and parenteral routes.	Expected SLO Performance: 70.0
Analyze and apply the 'six' rights of medication administration.	Expected SLO Performance: 70.0

## Outline

Course Outline

Lecture:

1. Numerals and Fractions
  - a. Arabic and Roman Numerals
  - b. Fractions
2. Decimals
  - a. Fraction Decimals
  - b. Common Fractions
3. Ratio and Proportion
4. The Metric System
  - a. Language
  - b. Conversion
  - c. Guidelines
5. Calculation of Medication Dosages
  - a. Adult Dosages
    - i. Oral and Parenteral Routes
    - ii. Weight and Volumes
    - iii. Measurements in Units
    - iv. Calculations
  - b. Calculation of Children's Dosage
    - i. Guidelines
    - ii. Calculations
6. Introduction to Pharmacology
  - a. Drug Sources, Schedules and Dosages
24.
  - b. Forms of Drugs and how they Act
  - c. The Medication Order
    - i. Abbreviations
    - ii. Vocabulary
  - d. Medication Administration Essentials
    - i. Guidelines
    - ii. Storage of Medications
    - iii. Emergency Medications
    - iv. Documentation
  - e. Administration of NonParenteral Medications

- i. Oral Medications
- ii. Ophthalmic Medications
- iii. Otic Medications
- iv. Nasal Medications
- v. Rectal Medications
- f. Administration of Parental Medications
  - i. Syringe parts and classifications
  - ii. Preventing needle stick injuries
  - iii. Measuring Medication in a syringe
  - iv. Advantages and Disadvantages of the Parenteral Route
  - v. Preparing the Patient for an Injection
  - vi. Site Selection
  - vii. Basic Guidelines
  - viii. Subcutaneous, Intramuscular and dermal injections
  - ix. Administration of Insulin
- 7. Medications, Supplements and Drug Abuse
  - a. Antibiotic Agents
  - b. Antifungal, Antiviral and Immunizing Agents
  - c. Vitamins, Minerals and Herbs
  - d. Psychotropic Agents
  - e. Substance Abuse
- 8. Effects of Medications on the Body
  - a. Medications for Musculoskeletal System Disorders
  - b. Medications for Gastrointestinal System Disorders
  - c. Medications for Cardiovascular System Disorders
  - d. Medications for Respiratory System
  - e. Diuretics and Medications for Urinary System Disorders
  - f. Medications for Endocrine System Disorders
  - g. Medications that Affect the Nervous System
  - h. Medications that Affect the Reproductive System

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## Lab Outline

Lab:



1. Administration of oral medications
2. Administration of parenteral medications
3. Problem solving
4. Measurements in Metric system
5. Basic math computations

## Delivery Methods and Distance Education

**Delivery Method:** Please list all that apply -Face to face -Online (purely online no face-to-face contact) -Online with some required face-to-face meetings ("Hybrid") -Online course with on ground testing -iTV – Interactive video = Face to face course with significant required activities in a distance modality -Other

Face 2 Face  
Hybrid  
Interactive

**Rigor Statement:** Assignments and evaluations should be of the same rigor as those used in the on-ground course. If they are not the same as those noted in the COR on the Methods of Evaluation and out-of-class assignments pages, indicate what the differences are and why they are being used. For instance, if labs, field trips, or site visits are required in the face to face section of this course, how will these requirements be met with the same rigor in the Distance Education section?

No Value

**Effective Student-Instructor Contact:** Good practice requires both asynchronous and synchronous contact for effective contact. List the methods expected of all instructors teaching the course. -Learning Management System -Discussion Forums -Moodle Message -Other Contact -Chat/Instant Messaging -E-mail -Face-to-face meeting(s) -Newsgroup/Discussion Board -Proctored Exam -Telephone -iTV -Interactive Video -Other (specify)

contact\_moodle\_forums  
contact\_moodle\_message  
contact\_chat  
contact\_email  
contact\_face2face  
contact\_discussion  
contact\_phone  
contact\_itv

**Software and Equipment:** What additional software or hardware, if any, is required for this course purely because of its delivery mode? How is technical support to be provided?

No Value

**Accessibility:** Section 508 of the Rehabilitation Act requires access to the Federal government's electronic and information technology. The law covers all types of electronic and information technology in the Federal sector and is not limited to assistive technologies used by people with disabilities. It applies to all Federal agencies when they develop, procure, maintain, or use such technology. Federal agencies must ensure that this technology is accessible to employees and the public to the extent it does not pose an "undue burden". I am using -iTV—Interactive Video only -Learning management system -Publisher course with learning management system interface.

s508\_itv  
s508\_moodle  
s508\_publisher

**Class Size:** Good practice is that section size should be no greater in distance ed modes than in regular face-to-face versions of the course. Will the recommended section size be lower than in on-ground sections? If so, explain why.

No Value