



## **RNSG 1018 Pharmacological Concepts and Drug Calculations**

### **COURSE SYLLABUS**

#### **Fall Semester 2020**

#### **COURSE INFORMATION**

Credit Hours/Minutes: 4/3000 (Didactic 4 Credit Hours (3000 minutes))

Class Location: Georgia Virtual Technical College Connection (GVTC)/Blackboard Collaborate and Vidalia Campus/Gillis for testing. Pharmacology testing will begin on August 26 and each Wednesday thereafter. The final exam is scheduled tentatively for Monday, November 16. Please note that on-campus class and/or testing may occur during this semester; if this happens, you will be given notice in order to make preparations to be on campus.

Virtual Blackboard Collaborate Class Meets: Wednesday 0900-1200 and 1300-1500; students must be available via Blackboard Collaborate sessions for lecture. Students are expected to log into Blackboard Collaborate at the time of class and participate for the duration of the class. Failure to do so will result in an absence.

Course Reference Number (CRN): 20186

#### **INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Donna Jean Braddy Master of Science in Nursing (MSN), Registered Nurse (RN)  
(Another ASN instructor may fill in and teach at any time)

Campus/Office Location: Vidalia Campus/Gillis Building Room 732

Office Hours: Monday-Thursday 0700-0830 and 1300-1700

Email Address: [Donna Jean Braddy \(dbraddy@southeasterntech.edu\)](mailto:dbraddy@southeasterntech.edu)

Phone: 912-538-3172

Fax Number: 912-538-3106

Tutoring Hours: please schedule an appointment via email

Preferred Method of Contact: EMAIL

All communication with faculty should be completed using STC email. Please note that emails sent during business hours will be answered within 24-48 hours. Emails sent during holidays and on weekends may not be answered until the next business day.

#### **SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND STUDENT HANDBOOK**

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Student Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

#### **REQUIRED TEXT**

1. Karch, A. (2020). *Focus on nursing pharmacology (8th ed.)*. Wolters Kluwer Health/Lippincott Williams & Wilkins.
2. Vallerand, A. and Sanoski, A. (2020). *Davis's drug guide for nurses (17th ed.)*. F.A, Davis

3. Assessment Technologies Institute (ATI) Virtual Simulation and testing services

**REQUIRED SUPPLIES & SOFTWARE:**

Pen, pencil, paper, large 3 ring binder, highlighter, laptop, computer access, ear phones for ATI skills modules, folder with pockets, calculator

**Students should not share login credentials with others and should change passwords periodically to maintain security.**

Laptop computers are REQUIRED with the following suggested specification:

- Processor i5 or i7
- Memory 8GB or higher
- Hard drive 250GB or larger
- Get a DVD Drive either internal or external
- Webcam with microphone is required
- ATI Internet Requirements: A minimum internet speed of 5 Mbps is required (10 Mbps or more is recommended). Test your internet speed using [www.speedtest.net](http://www.speedtest.net)

**COURSE DESCRIPTION**

This course provides an introduction to the principles of pharmacology, including: pharmacokinetics, pharmacodynamics, medication interactions and potential adverse medication reactions. This course also enhances the basic mathematical concepts utilized in calculating medication dosages for safe administration to clients throughout the lifespan. Emphasis is placed on drug classifications and nursing care related to the safe administration of medications.

**MAJOR COURSE OUTCOMES**

1. Apply principles of pharmacology, pharmacokinetics, and pharmacodynamics to medication therapy.
2. Recognize the major classifications of medications, common medications within each classification, side effects, and contraindications.
3. Demonstrate accuracy in computation of medication dosages.
4. Discuss nursing implications and concepts of medication calculations safety when performing medication administration.
5. Understand the legal and ethical implications/aspects of medication administration.

**PREREQUISITE(S)**

Program Admission

**COREQUISITE(S)**

RNSG 1005 Foundations of Nursing

**CONTENT/UNIT OUTCOMES**

**PRINCIPLES OF PHARMACOLOGY**

Order	Description	Learning Domain	Level of Learning
1	Identify groups of occupations/professions in which knowledge of pharmacology is important.	Cognitive	Remembering

Order	Description	Learning Domain	Level of Learning
2	Describe the role of the United States Food and Drug Administration in determining the safety of drugs for use by the population.	Cognitive	Remembering
3	Define common terminology used in describing drug properties.	Cognitive	Remembering
4	Describe common terminology used for medication administration.	Cognitive	Understanding
5	Differentiate between the terms pharmacology, pharmacokinetics, and pharmacodynamics.	Cognitive	Analyzing
6	Identify measures that support safe medication administration.	Cognitive	Remembering
7	Discuss legal/ethical issues related to medication administration.	Cognitive	Understanding

### INTRODUCTION TO MAJOR DRUG CLASSIFICATIONS

Order	Description	Learning Domain	Level of Learning
1	Discuss the purpose for placing drugs within major classifications.	Cognitive	Understanding
2	Identify common therapeutic drug classifications.	Cognitive	Remembering
3	Explain the terms and drug actions, side effects, and nursing implications.	Cognitive	Understanding

### MAJOR CLASSIFICATIONS

Order	Description	Learning Domain	Level of Learning
1	Identify common drugs within the following classifications.	Cognitive	Remembering
1a	Chemotherapeutic Agents	Cognitive	Remembering
1b	Drugs acting on the Immune System	Cognitive	Remembering
1c	Drugs acting on the Nervous System	Cognitive	Remembering
1d	Drugs acting on the Endocrine System	Cognitive	Remembering
1e	Drugs acting on the Reproductive System	Cognitive	Remembering
1f	Drugs acting on the Cardiovascular System	Cognitive	Remembering
1g	Drugs acting on the Renal System	Cognitive	Remembering
1h	Drugs acting on the Respiratory System	Cognitive	Remembering
1i	Drugs acting on the Gastrointestinal System	Cognitive	Remembering
2	Describe the uses, actions, side effects, contraindications, nursing implications, and client education needs of selected prototype drugs.	Cognitive	Remembering

### DOSAGE CALCULATION

Order	Description	Learning Domain	Level of Learning
1	Convert units of measure from different measurement systems.	Psychomotor	Complex Response

Order	Description	Learning Domain	Level of Learning
2	Interpret medication orders and identify errors/omissions.	Cognitive	Remembering
3	Interpret information on medication labels.	Cognitive	Remembering
4	Calculate oral medication dosages.	Psychomotor	Complex Response
5	Calculate intramuscular, subcutaneous, intradermal, and intravenous injectable medications.	Psychomotor	Complex Response
6	Calculate IV drip rates.	Psychomotor	Complex Response

### GENERAL EDUCATION CORE COMPETENCIES

STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

### STUDENT REQUIREMENTS (ONLINE AND FACE-TO-FACE)

Students are expected to complete all exams and daily assignments. A unit exam average of 70% or above must be obtained in order to take the final exam. An average grade of 70% between unit exams and the final must be obtained in order to advance to the clinical setting for RNSG 1005. Students are required to have at least a 70% or higher when calculating the average of the unit exams and final exam before other components, listed under grading policy, will be added for calculation of the final course average/grade. If the student fails to meet the unit exam/final exam expectations, the student will receive a W for academic deficiency.

*For example, if the unit exam average is 72.5 and accounts for 60% of the course grade and the final exam grade is 65.6 and accounts 20% for the course grade, the average before progressing to clinical will be calculated as follows:*

*Unit Exam Average:  $72.5 \times 0.60 = 43.5$*

*Final Exam Grade:  $65.5 \times 0.20 = 13.1$*

*Average grade for progression to clinical:  $43.5 + 13.1 = 56.6$*

*$56.6 / 80 = 70.7$  average grade and student will be allowed to progress to the clinical portion of the course.*

*A final clinical average grade of at least 70% must be obtained in order to pass the course.*

A final clinical average grade of at least 70% must be obtained in order to pass the course.

A final cumulative average of at least 70% must be obtained in order to progress to future nursing courses.

No assignment opportunities will be given for extra credit. Any unit exam grade will be entered as is to the nearest 10<sup>th</sup>. No scores will be rounded (up or down). *For example: exam has 60 questions and each question will be worth 1.66 pts. The student correctly answers 52 questions out of 60.  $52 \text{ correct answers} \times 1.66 = 86.32$ . The grade will be recorded as 86.3. This rule applies to every grade issued during the semester. All final averages will be recorded as is (ie a 69.9 is a 69.9).*

If virtual simulation clinical is utilized, students may not be required to take a calculation examination prior to the activities; however, students must make a **100% on a calculation exam before attending in-patient/skills laboratory simulation clinical**. Students may take the calculation exam a maximum of **THREE** attempts. Each attempt will be a different but similar version. For this exam, students will be allowed 3 minutes per question. Calculation exams will be given within the first 3 full weeks of each semester, except for the first semester. During the first semester, the students will complete all ATI drug calculation modules in RNSG 1018 before the first attempt will be given. There will be a week time frame in between the attempts to allow time for remediation. If a student misses an attempt due to an absence, the student forfeits that attempt and will take the next scheduled attempt. An absence on a third attempt may be evaluated on an individual basis. If you do not score a 100% on the first and/or second attempts, you will be required to schedule an appointment and meet with the instructor to review your exam and work extra problems provided by the instructor before you are allowed to test again.

**COVID-19 MASK REQUIREMENT**

Masks or face coverings must be worn at all times while on the campus of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student’s refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

**COVID-19 SIGNS AND SYMPTOMS**

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician’s office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

<b>COVID-19 Key Symptoms</b>
Fever or felt feverish
Cough: new or worsening, not attributed to another health condition
Shortness of breath, not attributed to another health condition
New loss of taste or smell
Chills; Repeated shaking with chills
Sore throat, not attributed to another health condition
Muscle pain, not attributed to another health condition or exercise
Headache, not attributed to another health condition
Diarrhea (unless due to known cause)
<b>In the past 14 days, if you:</b>
Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

## COVID-19 SELF-REPORTING REQUIREMENT

Students, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using the [COVID 19 Health Reporting Form](#). Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](#), Exposure Control Coordinator, [swaters@southeasterntech.edu](mailto:swaters@southeasterntech.edu), 912-538-3195.

Textbook PowerPoints will be available via the Blackboard course.

**SPECIAL NOTE:** During this class, occurrences may be issued for failure to meet classroom/lab requirements (tardiness, uncompleted/late work, etc.).

## BLACKBOARD COLLABORATE SESSIONS

The didactic portion will meet using Blackboard Collaborate. The sessions may be recorded and attendance will be taken. Students are not allowed to utilize the recordings in lieu of attending live sessions. Students are not allowed to access the class recordings.

## TESTING

Testing for the course may be done online or in-person. See below for specific testing guidelines.

### RESPONDUS ONLINE TESTING GUIDELINES:

Due to the campus closure in response to the COVID 19 pandemic the Department of Nursing is making an exception in offering online/offsite testing for Practical Nursing and Associate of Science in Nursing Programs. The programs will use Respondus Monitor through Blackboard to administer and proctor the examinations. If a student violates any of these guidelines, his/her test score/attempt will not be counted and the student may be required to take a makeup/additional test

The following are faculty expectations of the student during the online/offsite testing process.

1. The student will download Respondus to their devices from the STC website.
2. The student will log in at least 15 minutes before the exam is scheduled to begin.
3. The student will secure an area with reliable internet service prior to beginning the exam. It is the students responsibility to secure a location with reliable internet connection before beginning the examination. Specific Requirements listed below:
  - Windows: 10, 8, 7. Windows 10S is not a compatible operating system.
  - Mac: OS X 10.12 to macOS 10.15.
  - Web camera (internal or external) & microphone
  - A broadband internet connection
4. Mobile Hotspots are **not** to be used since as they are not considered a reliable internet source.
5. The student will perform all required Respondus checks prior to being allowed to test. (examples- Webcam Check and Facial Recognition Check) Faculty are not responsible for student technology issues. It is the student's responsibility to maintain their equipment in working order.
6. The student will have in place a monitoring camera as Respondus Monitor will be used to ensure test integrity. The student will take a complete, 360 degree scan of the testing environment, showing floor, desk and walls. In addition, the student will use a hand held mirror held up to the camera to show that

their screen and keyboard is clear of any unnecessary items. The student will need to show the front and back of the mirror.

7. During the exam, students will be both audio and visually recorded.
8. The student exams will be timed, just like in the face-to-face setting.
9. The student will not use any books, notes or third party supplies during the test. The desk/table will be cleared of additional items. There will be no paper or writing materials allowed. EXCEPTION: On certain tests, your instructor will notify you when a paper (regular or legal) sized white board with one marker and one eraser is allowed. This white board can only be one-sided. During the environmental scan, students will need to have the whiteboard, marker, and eraser present on their desk/table. They will be required to take the whiteboard and show on the environmental scan that both sides of the whiteboard are free of any writings. During testing, when questions require the use of the whiteboard, students will be required to show their work on the whiteboard for the specific question and show that it is erased after the question prior moving on to the next question. At the end of the exam before submitting the last question, the student will be required to show the front and back of the whiteboard.
10. The student has reviewed the Dishonesty Policy and Procedure for Academic Dishonesty as noted on the course syllabus.
11. The student will not be allowed to use smart watches, cell phones, tablets, calculators, ear phones or other electronic devices during the exam.
12. The student will not wear a hat or any items that obscures the face or eyes while testing.
13. The student will keep the face in clear view of the camera while testing.
14. The student will have all background noise silenced while testing.
15. The student will have no other operating functions open on the computer during testing. (ie: Word, Excel, PowerPoint)
16. The student will be prohibited from taking screen shots or recording of the exam in anyway.
17. The student is prohibited from reading questions or any test material out loud during the test.
18. Question rationales will not be available at this time for test security. Instructors will be available at a later time for missed content review. Students are encouraged to set up individualized meetings with their faculty to discuss specific content areas which were missed.
19. After the exam, the final grade will not be issued or posted to the Blackboard gradebook until the validity of the test is reviewed and approved by the instructor(s). Be aware that the downloads may take 24-72 hours. This includes reviewing the Respondus Monitor report and the video recording of the testing session. At any time the validity is questionable, the student may be required to take a different version of the examination.
20. If a student believes a test question needs to be challenged, the student must email their instructor the evidence-based rationale for consideration. This request must be received via email within 24 hours of the examination.

### **ON CAMPUS, IN-PERSON TESTING**

If a student shows up late for class on an exam date **or is not prepared to start the test on time (for example: has laptop issues not related to school network, etc)**, the student may not be allowed to take the

exam once the faculty has shut the door. The student will have to make up the test and this will be counted as their opportunity for a make-up exam. Students may be provided time to look at their exam score in class and a general discussion may occur; however, due to time constraints, students are encouraged to schedule an appointment with their instructor or another ASN faculty member to view and get further explanation on the missed concepts. In addition, if a student believes a test question needs to be challenged, the student must email their instructor the evidence-based rationale for consideration. This request must be received via email within 24 hours of the examination. No verbal or text message requests will be granted. The test question and evidence-based rationale will go before a panel of nursing faculty for decision.

During an examination, students are required to place all textbooks and personal property on the floor in the front of the classroom as directed by the instructor. Students may be separated in different classrooms, assigned different seats, and/or provided desk dividers during testing as informed by the instructor. No talking is allowed once the exam begins. Once the exam begins, students will not be allowed to exit the classroom until the exam is completed and/or turned into the instructor. Smart watches, cell phones, or any other electronic devices will not be allowed during exams. Students found with electronic/communication devices during the exam will be considered cheating; which will result in a zero for the exam. All exams are timed with students receiving one minute to answer each examination question. An additional minute will be added per calculation exam question.

### **ASSESSMENT TECHNOLOGIES INSTITUTE (ATI) ACTIVITIES**

All ATI activities must be completed as outlined on ATI Activities calendar. **Although previous versions of the assignments may still be available in ATI (example 2.0 or 2016), students are required to complete the most current version of each assignment (example 3.0 or 2019).** Students are required to meet the benchmark (most are 85% or Satisfactory) for each assignment. The ATI Module Report for each assignment will be generated at 12 noon the day prior to an exam. The faculty will pull the ATI Module Report at noon and failure to successfully complete the assignment by the deadline will result in a **10-point deduction** on the unit exam. It is recommended that students take a picture of the final results of each assignment once completed. During clinicals, ATI assignments are your ticket to clinicals. If you do not turn the assignment in by the assigned date, you will not be allowed to attend clinical until the assignment is completed. The clinical day missed will be an unexcused absence

### **TICKET TO CLASS**

Assignments may be given as homework which will serve as the student's ticket into class. The student will not be allowed in class if they fail to complete the ticket to class assignment. This will count as an absence and the student will not be allowed to return to class until the assignment is completed in its entirety. Students may be required to wait until the class takes a break before they are allowed to enter as not to interrupt class.

### **SELF-ASSESSMENT JOURNAL-LIFELONG LEARNING ASSESSMENT**

As part of your curriculum and in accordance with the Georgia Nursing Board Rule 410.-8-.04, you are required to keep a journal of your experiences during all didactic and clinical courses; you will continue to make entries until you graduate. By doing so, it is hoped that the entries made in this journal will provide insight into your strengths and weaknesses and assist in your learning experience. The purpose of the journal is to give you a written record of your experiences and professional and personal growth as a nursing student to a registered nurse.

This self-assessment should help you in determining what you may need to focus on improving, while allowing you to gain a sense of accomplishment at tasks well-done. Re-reading of your journal at intervals during your



education should reveal the depth of knowledge you have gained and allow you to see the development of the clinical skills and critical thinking skills required to be an outstanding registered nurse, as well as successful member of the workforce.

Each week, you will be required to submit an entry in your journal. You will be provided certain topics about the week and may include feelings about the week's experiences. Your instructors will read your journal! It would be prudent to omit non-constructive personal comments about your instructors or classmates. If there is an issue with a course, clinical, instructor, classmate, etc., the student should discuss these issues with the program director and follow protocol for grievances.

The journal will be in an online format through Blackboard. The journals will be due, as outlined in your course syllabi, every Monday (Tuesday in the event Monday is a holiday) by 5pm. The journal will be linked to the following courses: RNSG 1005, RNSG 1020, 2000 and 2020. A point per week deduction for not submitting your journal by the date/time due will result in points being taken off your **FINAL AVERAGE**. For example, there will be 10 journal entries due for Summer Semester. If no journal entries were completed, then 10 points will be deducted from your **FINAL AVERAGE**.

### **ATTENDANCE PROVISIONS**

Requirements for instructional hours within Health Science programs reflect the rules of respective licensure boards and/or accrediting agencies. Therefore, these programs have stringent attendance policies. Each program's attendance policy is published in the program's handbook and/or syllabus which specify the number of allowable absences. All provisions for required make-up work in the classroom or clinical experiences are at the discretion of the instructor.

Attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course a student must attend at least 90% of the scheduled instructional time. Time and/or work missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time (90%) may be dropped from the course as stated below in the Withdrawal Procedure. Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the course. A tardy will be issued if a student has missed less than 20% of instructional class time. An automatic absence will be issued if the student misses greater than 20% of instructional class time. This averages out to 10 minutes per hour. For example, a class that meets from 9:00-11:30 the student will be considered absent if he/she is not in class by 9:30.

The didactic portion of the class will meet for 60 hours (3000 minutes). A student is allowed to miss a maximum of 6 hours. Students missing more than 6 hours will be dropped for exceeding the attendance procedure.

Procedures of the program may be reviewed on an individual basis related to extenuating circumstances related to COVID.

### **STUDENTS WITH DISABILITIES**

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

**Swainsboro Campus:** [Macy Gay mgay@southeasterntech.edu](mailto:Macy.Gay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

**Vidalia Campus:** [Helen Thomas hthomas@southeasterntech.edu](mailto:Helen.Thomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

## **SPECIFIC ABSENCES**

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

## **PREGNANCY**

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make appropriate arrangements with the appropriate campus coordinator.

**Swainsboro Campus:** [Macy Gay mgay@southeasterntech.edu](mailto:Macy.Gay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

**Vidalia Campus:** [Helen Thomas hthomas@southeasterntech.edu](mailto:Helen.Thomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **may not** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

## **WITHDRAWAL PROCEDURE**

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. Only instructors can drop students after the 65% point for violating the attendance procedure of the course. Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

Students who are dropped from courses due to attendance after drop/add until the 65% point of the semester will receive a "W" for the course. Students who are dropped from courses due to attendance after the 65% point will receive a WP (Withdrawal Passing-average of 60 or higher) or a WF (Withdrawal Failing-average of 59 or lower). Students will receive a grade of **zero** for all assignments missed beginning with the Last Date of Attendance (LDA) and the date the student exceeds the attendance procedure.

If a student cannot progress in the Program due to academic deficiency, the student will receive a W (Withdrawn) from all RNSG courses for the semester and will be unable to progress in the nursing program. The faculty will enter the LDA along with the W into BannerWeb.

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of 'W' will count in attempted hour calculations for the purpose of Financial Aid.

**Remember** - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

## **MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)**

A student will only be allowed to make-up one unit exam, which will be given at the discretion of the instructor. A physician's excuse/appropriate documentation may be required for the student to be eligible to take a make-up exam. A 10 point deduction may be issued if the student misses a unit exam and fails to provide appropriate documentation. The documentation must be submitted to the course instructor(s) within 48 hours of the missed exam. A grade of "0" will be given to all subsequent unit exams missed. The make-up exam may or may not be the same as the original exam. It may also be a different test format. If a student misses the final exam and has already used their ONE time make-up, the student will NOT be allowed to make-up the final exam; which will result in a zero for the final exam.

Procedures of the program may be reviewed on an individual basis related to extenuating circumstances related to COVID.

## **STUDENT SUCCESS PLAN (SSP)**

Our purpose is to educate safe entry-level health care professionals. At times, this may mean there are areas that must be improved upon. The SSP documents deficiencies and provides a means for improvement. A SSP should be initiated for the following reasons:

- if the student has (1) a cumulative unit exam average of < 70% after the completion of 25% of the unit exams or (2) a skill(s) performance deficiency. The faculty will initiate individual counseling session and complete the Student Success Plan.
- if the student has (1) a cumulative unit exam average of < 70% after the completion of 50 % of the unit exams or (2) a skill(s) performance deficiency. The faculty will initiate individual counseling session, as well as review and update the Student Success Plan and submit an Early Alert.
- if the student exhibits behavior outside the expected:
  - codes of conduct outlined in professional codes of ethics, professional standards,
  - all procedures/requirements/policies outlined in program handbooks/documents,
  - STC e Catalog and Student Handbook, and/or
  - clinical facility policies and procedures.

The faculty will initiate an individual counseling session via email/Blackboard Collaborate and complete an Academic Occurrence Notice and the SSP. Students are required to submit the SSP within 48 hours and are responsible for meeting with the instructor by the next class meeting.

**(T)echnical College System of Georgia (E)arly (A)lert (M)anagement (S)ystem (TEAMS) & The Student Success Plan** are designed to ensure that students are well informed about strategies for success, including college resources and assistance. One of the responsibilities of the Program faculty is to monitor the academic progression of students throughout the curriculum. The faculty believes that the student is ultimately responsible for seeking assistance; however, faculty will meet or refer students who are having academic difficulties.

- TEAMS is designed to provide assistance for students who may need help with academics, attendance, personal hardships, etc.

## **ACADEMIC DISHONESTY POLICY**

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Student Handbook.

## **PROCEDURE FOR ACADEMIC MISCONDUCT**

The procedure for dealing with academic misconduct and dishonesty is as follows:

### **1. First Offense**

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

### **2. Second Offense**

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

### **3. Third Offense**

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

## **STATEMENT OF NON-DISCRIMINATION**

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 165 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3147 Email: <a href="mailto:ljonas@southeasterntech.edu">Lanie Jonas</a> <a href="mailto:ljonas@southeasterntech.edu">ljonas@southeasterntech.edu</a>

### ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

### GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College’s website.

### ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

### TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

*The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

### GRADING POLICY

Assessment/Assignment	Percentage
Unit Exam- This percentage is calculated based on 12 unit exams	55
Final Exam	30
ATI Activities-This percentage is calculated based on first attempt scores on PRACTICE ASSESSMENT RN Pharmacology Online Practice 2019 A&B (these are to be completed and due by midnight on December 3 at midnight)	5
Drug Info Sheets- Students must turn these on the designated date for each unit	10
Calculation Exam- Students must score 100% within 3 attempts in order to pass the course	P/F

**Calculation Examination** – Students must score 100% within 3 attempts in order to progress in the course and program. Students who do not meet the requirements for the Calculation Examination on the third attempt will receive a W for all RNSG courses in which they are enrolled and will not be able to progress in the program.

**Each student's final course grade will be determined as follows:**

**Unit exam grade** x 0.55 = \_\_\_\_\_

**Final exam grade** x 0.30 = + \_\_\_\_\_

**ATI Activities** x 0.05 = + \_\_\_\_\_

**Drug Sheets** x 0.10 = + \_\_\_\_\_

**Numerical course grade** = \_\_\_\_\_

**GRADING SCALE**

<b>Letter Grade</b>	<b>Range</b>
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

# RNSG 1018 Pharmacological Concepts and Drug Calculations

## Fall Semester 2020 Lesson Plan

(subject to change)

### Week 1 August 19

Chapter/Lesson	Content	Assignments & Tests Due	Competency Area
Intro to Course	Introduction to Course Review Syllabi and Course Expectations	Complete Student Packet and Course Documents	
Chapter 1	Introduction to Drugs	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	*1 **1-3
Chapter 2	Drugs and the Body	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	*1 **1-3
Chapter 3	Toxic Effects of Drugs	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	*1 **1-3
Chapter 5	Dosage Calculations	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	*4 **1-3
Chapter 6	Challenges to Effective Drug Therapy	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	*1 **1-3

### Week 2 August 26

Chapter/Lesson	Content	Assignments & Tests Due	Competency Area
		EXAM 1 CHAPTER 1,2,3,5,6	*1,4 **1-3
Chapter 34	Endocrine System	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	*2-4 **1-3
Chapter 35	Hypothalamic and Pituitary Agents	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	*2-4 **1-3
Chapter 36	Adrenocortical Agents	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	*2-4 **1-3
Chapter 37	Thyroid and Parathyroid Agents	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	*2-4 **1-3
Chapter 38	Agents to Control Blood Glucose Levels	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	*2-4 **1-3

### Week 3 September 2

Chapter/Lesson	Content	Assignments & Tests Due	Competency Area
		EXAM 2 CHAPTER 34-38	*2-4 **1-3
Chapter 9	Antibiotics	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	*2-4 **1-3



<b>Chapter/Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests Due</b>	<b>Competency Area</b>
Chapter 10	Antiviral Agents	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	*2-4 **1-3
Chapter 11	Antifungal Agents	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	*2-4 **1-3
Chapter 12	Antiprotozoal Agents	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	*2-4 **1-3
Chapter 13	Anthelmintic Agents	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	*2-4 **1-3
Chapter 14	Antineoplastic Agents	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	*2-4 **1-3

#### **Week 4 September 9**

<b>Chapter/Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests Due</b>	<b>Competency Area</b>
		EXAM 3 CHAPTER 9-14 25% Remediation Mark	*2-4 **1-3
Chapter 29	Autonomic System	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	*2-4 **1-3

Chapter/Lesson	Content	Assignments & Tests Due	Competency Area
Chapter 30	Adrenergic Agonists	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	*2-4 **1-3
Chapter 31	Adrenergic Antagonists	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	**2-4 **1-3
Chapter 32	Cholinergic Agonists	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	**2-4 **1-3
Chapter 33	Anticholinergic Agents	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	**2-4 **1-3

**Week 5 September 16**

Chapter/Lesson	Content	Assignments & Tests Due	Competency Area
		EXAM 4 CHAPTER 29-33	**2-4 **1-3
Chapter 53	Respiratory System	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	**2-4 **1-3
Chapter 54	Upper Respiratory Agents	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	**2-4 **1-3
Chapter 55	Lower Respiratory Agents	Read Assigned Chapter	**2-4 **1-3

Chapter/Lesson	Content	Assignments & Tests Due	Competency Area
		Review associated Power Points Complete ATI activities –see Rubric	

**Week 6 September 23**

Chapter/Lesson	Content	Assignments & Tests Due	Competency Area
		EXAM 5 CHAPTER 53-55	*2-4 **1-3
Chapter 42	Cardiovascular System	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	*2-4 **1-3
Chapter43	Blood Pressure Agents	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	*2-4 **1-3
Chapter 44	Heart Failure Agents	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	*2-4 **1-3
Chapter 45	Antiarrhythmic Agents	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	*2-4 **1-3

**Week 7 September 30**

Chapter/Lesson	Content	Assignments & Tests Due	Competency Area
		EXAM 6 CHAPTER 42-45 50% Remediation Mark	*2-4 **1-3
Chapter 46	Antianginal Agents	Read Assigned Chapter	*2-4 **1-3

Chapter/Lesson	Content	Assignments & Tests Due	Competency Area
		Review associated Power Points Complete ATI activities –see Rubric	
Chapter 47	Lipid-Lowering Agents	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	*2-4 **1-3
Chapter 48	Blood Coagulation Agents	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	*2-4 **1-3
Chapter 49	Drugs to Treat Anemias	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	*2-4 **1-3

#### Week 8 October 7

Chapter/Lesson	Content	Assignments & Tests Due	Competency Area
		EXAM 7 CHAPTER 46-49	*2-4 **1-3
Chapter 15	Immune Response and Inflammation	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	*2-4 **1-3
Chapter 16	Anti-Inflammatory, Antiarthritis and Related Agents	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	**2-4 **1-3
Chapter 17	Immune Modulators	Read Assigned Chapter	*2-4 **1-3

Chapter/Lesson	Content	Assignments & Tests Due	Competency Area
		Review associated Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	
Chapter 18	Vaccines and Sera	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	*2-4 **1-3

#### Week 9 October 14

Chapter/Lesson	Content	Assignments & Tests Due	Competency Area
		EXAM 8 CHAPTER 15-18	*2-4 **1-3
Chapter 19	Nerves & Nervous System	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	*2-4 **1-3
Chapter 20	Anxiolytic & Hypnotic Agents	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	*2-4 **1-3
Chapter 21	Antidepressant Agents	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	*2-4 **1-3
Chapter 22	Psychotherapeutic Agents	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	*2-4 **1-3

Chapter/Lesson	Content	Assignments & Tests Due	Competency Area
Chapter 23	Antiseizure Agents	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	*2-4 **1-3

**Week 10 October 21**

Chapter/Lesson	Content	Assignments & Tests Due	Competency Area
		EXAM 9 CHAPTER 19-23	*2-4 **1-3
Chapter 24	Antiparkinsonism Agents	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	*2-4 **1-3
Chapter 25	Muscle Relaxant	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	*2-4 **1-3
Chapter 26	Narcotics, NA, & Antimigraine Agents	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	*2-4 **1-3
Chapter 27	General and Local Anesthetic Agents	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	*2-4 **1-3
Chapter 28	Neuromuscular Junction Blocking Agents	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	*2-4 **1-3
<b>OCTOBER 27 is the 65% mark</b>			

**Week 11 October 28**

<b>Chapter/Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competency Area</b>
		EXAM 10 CHAPTER 24-28	*2-4 **1-3
Chapter 50	Renal System	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	*2-4 **1-3
Chapter 51	Diuretic Agents	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	*2-4 **1-3
Chapter 52	Drugs that affect the Urinary Tract & Bladder	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	*2-4 **1-3
<b>NOVEMBER 2 at 1600 on campus; this is subject to change</b>		100% Drug Calculation Exam Attempt 1	

**Week 12 Nov 4**

<b>Chapter/Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competency Area</b>
		EXAM 11 CHAPTER 50-52	*2-4 **1-3
Chapter 56	GI System	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	*2-4 **1-3
Chapter 57	Drugs that Affect GI Secretions	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	*2-4 **1-3

Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Chapter 58	Drugs that Affect GI Mobility	Read Assigned Chapter Review associated Power Points Complete ATI activities –see Rubric	*2-4 *1-3
Chapter 59	Antiemetic Agents	Read Assigned Chapter	Chapter 58
<b>NOVEMBER 9 at 1600 on campus; this is subject to change</b>		100% Drug Calculation Exam Attempt 2-if needed	

#### Week 13 November 11

Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
		EXAM 12 CHAPTER 56-59	*2-4 **1-3

#### Week 14 MONDAY November 16

Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<b>0800 on campus; this is subject to change</b>		COMPREHENSIVE FINAL	*1-4 **1-3
<b>NOVEMBER 16 at 1600 on campus; this is subject to change</b>		100% Drug Calculation Exam Attempt 3-if needed	

#### Week 15 December 3

Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
		RN Pharmacology Practice 2019 A & B BY MIDNIGHT	*1-4 **1-3

#### \*Competency/Unit Outcomes:

1. Principles of Pharmacology
2. Introduction to Major Drug Classifications
3. Major Classifications
4. Dosage Calculation

#### \*\*General Core Educational Competencies

1. The ability to utilize standard written English.



2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

<b>Week</b>	<b>Pharmacology Made Easy 4.0 Lessons/Test</b>	<b>Dosage Calculation and Safe Medication Administration 3.0 Lessons</b>	<b>RN Pharmacology 2019</b>	<b>Due Date Each is due at 1200 unless specified</b>
<b>1</b>	<b>Introduction to Pharmacology</b>	<b>Safe Dosage</b>		<b>08/25/2020</b>
<b>2</b>	<b>The Endocrine System ***Start The Musculoskeletal System</b>	<b>Medication Administration</b>		<b>09/01/2020</b>
<b>3</b>	<b>Infection/ **Start The Immune System</b>	<b>Oral Medications</b>		<b>09/08/2020</b>
<b>4</b>	<b>Start The Neurological System-Part 2</b>	<b>Injectable Medications</b>		<b>09/15/2020</b>
<b>5</b>	<b>The Respiratory System</b>	<b>Powdered Medication</b>		<b>09/22/2020</b>
<b>6</b>	<b>The Cardiovascular System</b>	<b>Parenteral (IV) Medications</b>		<b>09/29/2020</b>
<b>7</b>	<b>The Hematologic System</b>	<b>Dosage by Weight</b>		<b>10/06/2020</b>
<b>8</b>	<b>**Complete The Immune System *** Continue The Musculoskeletal System ****Start Pain and Inflammation</b>	<b>Pediatric Medications</b>		<b>10/13/2020</b>
<b>9</b>	<b>The Neurological System-Part 1 Finish The Neurological System-Part 2</b>	<b>Critical Care Medications</b>		<b>10/20/2020</b>
<b>10</b>	<b>***Finish The Musculoskeletal System ****Finish Pain and Inflammation</b>			<b>10/27/2020</b>

Week	Pharmacology Made Easy 4.0 Lessons/Test	Dosage Calculation and Safe Medication Administration 3.0 Lessons	RN Pharmacology 2019	Due Date Each is due at 1200 unless specified
11	The Reproductive and Genitourinary Systems			11/03/2020
12	The Gastrointestinal System			11/10/2020
15			2019 A 2019 B DUE BY MIDNIGHT	12/03/2020

Failure to complete assignments by this time will result in you not being able to take the unit exam. The RN Pharmacology Online Practice 2019 A and B will be due after completion of clinicals.

#### **WEEKS (3&8) & (4&9) & (8&10) ATI ACTIVITIES RUBRIC TUTORIALS & PRACTICE ASSESSMENT SECTIONS**

\*\*\*Week 2- You will start the Musculoskeletal; work on it during week 8 and finish week 10.

\*\*Week 3- You will start the Immune Module and complete it during Week 8.

For Week 4 Assignments, you will still need to watch the module and complete the test for the Dosage Calculation and Safe Medication Administration 3.0 Injectables.

\*\*\*\*Week 8- You will start the Pain and Inflammation and complete it during week 10

For the Lecture Pharmacology Made Easy 4.0, you will need to watch the Neurological-2, sections:

INTRODUCTION

DRUG THERAPY FOR GLAUCOMA

You will also need to watch Neurological-1 sections:

INTRODUCTION

DRUGS THAT TREAT ALZHEIMER'S DISEASE

The remaining parts of Neurological-1 & 2 will need to be watched during week 9. Both tests will need to be completed at this time.

## STC Department of Nursing Rounding Rules

Approved: 2/26/2019, Updated: 6/17/2019, reviewed 6/17/2020

**It is vitally important that you follow the rounding rules below. Failure to follow these rules could cause a client to receive too much or not enough medication. Note: When you begin working, your facility will have a policy on medication administration that you will be expected to follow.**

### ❖ DOCUMENTING

- When documenting your final answer, you must ensure the unit of measurement is included in your answer to indicate you understand what you are giving.
  - For example, if you are finding teaspoons, make sure the word teaspoon(s) is in your answer.  
Correct = 2 tsp or 2 teaspoons    Incorrect = 2
  - The entire unit of measurement must be correct, for example, 40 mL is not the same as 40 mL/hr.
- No trailing zeros and no naked decimals.
  - For example: Whole numbers should never have a zero placed behind the decimal. Correct = 4 mL  
Incorrect = 4.0 mL
  - For example: When a whole number is NOT present, ALWAYS place a zero in front of the decimal. Correct = 0.1 mL    Incorrect = .1 mL

### ❖ WHEN TO ROUND AND WHEN NOT TO ROUND

- General Rounding: If the number to the right is equal to or greater than 5; round up the number on the left. If the number on the right is less than 5; leave the number to the left as is.
  - For example: 0.76 mL = 0.8 mL; 0.74 mL = 0.7 mL
- Do not round any numbers until the end of the problem!
- **EXCEPTION:** unless you are converting weight (ie: from lbs to kg), you will round to the nearest tenth within the problem.
  - For example:  $150 \text{ lbs} \div 2.2 \text{ kg} = 68.1818181818$ . You will round to the tenth to give you 68.2 kg before continuing the calculation.
  - Keep all your numbers in your calculator until the end. At the end, you will do your final rounding.
- Make sure you read the question well; some questions may direct you to specifically round to a certain number. In this case, you will follow the provided directions (ie: round your answer to the nearest tenth, hundredth, etc).

### ❖ IV CALCULATIONS

- Drops/minute (gtts/min) calculations: need to be calculated to the nearest whole number. You cannot measure a  $\frac{1}{2}$  a drop.
  - For example: 21.4 = 21 gtts/min    21.5 = 22 gtts/min
- mL/hr calculations: need to be calculated to the nearest tenth.
  - For example: 74.32 = 74.3 mL/hr    75.65 = 75.7 mL/hr

❖ **CAPSULES:** Need to be calculated to the nearest whole number; cannot be cut into other portions.

❖ **TABLETS:** Unless otherwise indicated, assume tablets are scored and round to the nearest half tablet.

## DRUG SHEETS

There are specific drugs that you are assigned to complete a drug sheet on throughout the course; these will help you prepare for the unit exam. The drug sheets will be graded and will count for 10% of your grade. The drug sheet for each unit will be due the day before the corresponding exam at 12 noon via the drop box in Blackboard. Failure to turn in drug sheets by the deadline will result in a grade of "0" for this assignment. (Remember this is 10% of your grade).

1. The ATI Medication Template Sheet is to be utilized to capture the required drug information for selected drugs. The template is located on ATI's web site under: Resources: eBooks and Active Learning Templates 2019: Medication.
2. ALL INFORMATION ENTERED ONTO THE TEMPLATE MUST BE TYPED.

## DRUG ASSIGNMENT LIST

*Turn in by **12 noon the day before the corresponding unit exam!** All drug sheets for each section must be typed and be turned in to receive credit; no partials will be accepted.*

Week	Unit	List of Drugs
Week 2	Endocrine (10)	DDAVP, Decadron, Glucagon, Glucophage, <sup>131</sup> I, Parlodel, Prednisone, Propylthiouricil, Synthroid, Insulins (on an additional sheet of paper, list different types of insulin (include onset, peak, duration-refer to page 642)
Week 3	Chemotherapeutic (12)	Acyclovir, Diflucan, Flagyl, INH, Keflex, Rocephin, Septra, Sumycin, Tamiflu, Vancocin, Vermox, Zithromax
Week 4	ANS (11)	Aricept, Atropine, Cardura, Catapres, Detrol, Inderal, Mestinon, Normodyne, Phentolamine, Dopamine, Epinephrine
Week 5	Respiratory (10)	Atrovent, Mucinex, Proventil, Pulmicort, Pulmozyme, Sudafed, Vistaril, Zyrtec, Benadryl, Mucomyst
Week 6	Cardiovascular A (9)	Capoten, Cardizem, Lanoxin, Lidocaine, Monopril, Nitropress, Tenormin, Cozaar, Cordarone
Week 7	Cardiovascular B (18)	Aspirin, Coumadin, Epogen, Feosol, Folvite, Heparin, Hydro-Crysti-12, Lipitor, Lovenox, Nitro-Bid, Plavix, Quesstran, Toprol, Urokinase, Vit K, Zetia, Niacin, Protamine Sulfate
Week 8	Immune (12)	Celebrex, Comvax, DTaP, Enbrel, HibTITER, Indocin, M-M-RII, Motrin, RhoGAM, Sandimmune, Toradol, Tylenol
Week 9	Central and Peripheral Nervous System A (15)	BuSpar, Depakote, Dilantin, Elavil, Haldol, Lithotabs, Nardil, Prozac, Ritalin, Tegretol, Thorazine, Valium, Wellbutrin, Xanax, Zyprexa
Week 10	Central and Peripheral Nervous System B (10)	Anectine, Cogentin, Dantrium, Imitrex, Levodopa, Narcan, Demerol, Morphine, Flexeril, Propofol
Week 11	Renal (8)	Aldactone, Pyridium, Diamox, Ditropan, HydroDIURIL, Lasix, Osmitrol, Flomax
Week 12	GI (11)	Antivert, Carafate, Colace, Cytotec, Imodium, Pancrease, Phenergan, Prilosec, Reglan, Tagamet, Zofran