



## 1. General Course Information

### 1.1 Course Details

<b>Course Code:</b>	<b>1807NRS</b>
<b>Course Name:</b>	<b>Safe Administration of Medications</b>
<b>Trimester:</b>	<b>Health Care Trimester 2, 2020</b>
<b>Program:</b>	Diploma of Health Care
<b>Credit Points:</b>	10
<b>Course Coordinator:</b>	Cristine Purvis
<b>Document modified:</b>	29 May 2020

### Course Description

1807NRS Safe Administration of Medication is a 10 Credit Point course situated within the 2<sup>nd</sup> and 3<sup>rd</sup> trimesters of the Diploma of Health Care. The Diploma of Health Care is designed to provide students with a pathway to:

- Further university studies in health care disciplines, or
- Direct employment

Medication administration is an important nursing activity, completed in collaboration with the client, the medical practitioner and the pharmacist. Medication administration appears to be a simple task but it is a complex, multi-faceted activity. Safe medication practices help to ensure positive client outcomes.

### Assumed Knowledge

## 1.2 Teaching Team

Your lecturer/tutor can be contacted via the email system on the portal.

Name	Email
Cristine Purvis (lecturer/tutor)	<a href="mailto:Cristine.purvis@staff.griffithcollege.edu.au">Cristine.purvis@staff.griffithcollege.edu.au</a>
Gigie Rogers (tutor)	<a href="mailto:Gigie.rogers@staff.griffithcollege.edu.au">Gigie.rogers@staff.griffithcollege.edu.au</a>
Monique (tutor)	<a href="mailto:Monique.tucker@staff.griffithcollege.edu.au">Monique.tucker@staff.griffithcollege.edu.au</a>

## 1.3 Staff Consultation

Your lecturer/tutor is available each week for consultation outside of normal class times. Times that your lecturer/tutor will be available for consultation will be found on the Moodle Course Site.

## 1.4 Timetable

Your timetable is available on the Griffith College Portal at Class Timetable in Student and Services.

## 1.5 Technical Specifications

All students must have access to a computer or suitable mobile device.

## 2. Aims, Outcomes & Generic Skills

### 2.1 Course Aims

This course aims to organise care for safety and quality, related to the clinical application of pharmacology and the administration of medication. Information on the principles of drug action in the body provides an understanding of the rational use of drugs in prevention and treatment of disease. Emphasis will be placed on the mechanism(s) of action, physiological effects, clinical uses, pharmacokinetics and adverse effects of the most important drug(s) in each pharmacological class covered. Roles and responsibilities related to safe medication administration practices are emphasized.



### 2.2 Learning Outcomes

After successfully completing this course you should be able to:

1. Explain the principles of pharmacokinetics and pharmacodynamics within the nursing context of medication administration
2. Discuss the indications, contraindications and adverse effects of medications in relation to pathophysiology and individual client needs
3. Describe contributing factors to medication errors (and near-miss incidents), associated with prescribing, dispensing, administering and monitoring medications.
4. Demonstrate proficiency in medication calculations for safe administration of medications in accordance with scope of practice.









### 2.3 Generic Skills and Capabilities

For further details on the Generic Skills please refer to the Graduate Generic Skills and Capabilities policy.

Griffith College aims to develop graduates who have an open and critical approach to learning and a capacity for lifelong learning. Through engagement in their studies, students are provided with opportunities to begin the development of these and other generic skills.

Studies in this course will give you opportunities to begin to develop the following skills:

Generic Skills and Capabilities		Taught	Practised	Assessed
Acquisition of discipline knowledge and skills with critical judgement		✓	✓	✓
Communication and collaboration		✓	✓	✓
Self-directed and active learning		✓	✓	
Creative and future thinking		✓	✓	✓
Social responsibility and ethical awareness		✓	✓	✓
Cultural competence and awareness in a culturally diverse environment		✓	✓	✓



### 3. Learning Resources

#### 3.1 Required Learning Resources

Bullock, S., & Manias, E. (2017). *Fundamentals of pharmacology* (8<sup>th</sup> ed.). Pearson Australian.

Brotto, V., & Rafferty, K. (2019). *Clinical dosage calculations for Australia and New Zealand*. Cengage.

#### 3.2 Recommended Learning Resources

Tiziani, A. (2017). *Harvard's nursing guide to drugs*. (10<sup>th</sup> ed.). Elsevier.

Broyles, R., Reiss, B., Evans, M., McKenzie, G., Pleunik, S., & Page, R. (2020). *Pharmacology in nursing*. (3<sup>rd</sup> ed.). Cengage.

### 3.3 College Support Services and Learning Resources

The College provides many facilities and support services to assist students in their studies. Links to information about College support resources that are available to students are included below for easy reference.

[Digital Library](#) – Databases to which Griffith College students have access to through the Griffith Library Databases.

MyStudy – there is a dedicated website for this course via MyStudy on the Griffith College Portal.

[Academic Integrity Tutorial](#) - this tutorial helps students to understand what academic integrity is and why it matters. You will be able to identify types of breaches of academic integrity, understand what skills you will need in order to maintain academic integrity, and learn about the processes of referencing styles.

Services and Support provides a range of services to support students throughout their studies including academic advice and assignment help from Student Learning Advisors, and personal and welfare support from Student Counsellors.

Jobs and Employment in the [Student Hub](#) can assist students with career direction, resume and interview preparation, job search tips, and more.

[IT Support](#) provides details of accessing support, information on s numbers and internet access and computer lab rules.

### 3.4 Other Information about your Learning

#### **Attendance**

You are expected to actively engage in all learning experiences and learning activities which underpin the learning content in this course. You are expected to engage with the learning content and learning activities outside of timetabled class times. This requires you to be an active agent of your learning. You are expected to bring all necessary learning resources to class such as the required textbook and /or Workbook. In addition, you are encouraged to BYOD (bring your own device) to class such as a laptop or tablet. This is not a requirement as computer lab facilities are available on campus, however, the use of such devices in the classroom is encouraged with appropriate and considerate use principles being a priority.

#### **Preparation and Participation in Learning**

In order to enhance your learning, you need to prepare before participating in the learning experiences. Absorb the learning content and complete the learning activities that are provided online before you attend the scheduled learning experiences. Make sure you complete the learning activities set each week, they are designed to support your learning. Active participation in your learning will enhance your success. Ask questions when something is unclear or when you want to bring some issue to your lecturer or tutor's attention; respond to questions to test your knowledge and engage in discussion to help yourself and others learn.

#### **Consultation Sessions**

Teachers offer extra time each week to assist students outside the classroom. This is known as 'consultation time.' You may seek assistance from your teacher on email or in person according to how the teacher has explained this to the class. Attendance during consultation time is optional but you are encouraged to use this extra help to improve your learning outcomes.

#### **Course Learning Materials**

Learning materials are made available to you in MyStudy on the Griffith College Portal. The learning materials are arranged in Modules. In each Module you will find the learning content, learning activities and learning experiences. Actively working your way through these course learning materials together with your lecturer or tutor will prepare you to succeed when completing the evidence of learning (assessment).

**Self-Directed Learning**

You will be expected to learn independently. This means you must organise and engage with the course learning content even when you are not specifically asked to do so by your lecturer or tutor. The weekly guide will be helpful to organise your learning. This involves revising the weekly course learning material and completing the learning activities. It also means you will need to find additional information to evidence your learning (assessment) beyond that given to you, and to construct your own response to a question or topic. All of this requires careful planning of your time. Expect to spend, on average, at least 10 hours per week including class time for each of your courses.

**Program Progression**

You are reminded that satisfactory Program Progression requires that attendance in classes is maintained at equal to or greater than 80%, and that GPA is maintained at equal to or greater than 3.5 [please see Griffith College Policy Library - Program Progression Policy - for more information].






**Teacher and Course Evaluation**

Your feedback is respected and valued by your lecturers and tutors. You are encouraged to provide your thoughts on the course and teaching, both positive and critical, directly to your lecturer and tutor or by completing course and lecturer evaluations via Griffith College's evaluation tool whenever these are available.



## 4. Learning Content, Learning Activities and Learning Experiences

### 4.1 Modules for Learning and Weekly Learning Content, Learning Activities and Learning Experience

	Learning Content 	Learning activities 	Learning experiences 	Evidence of learning 	Learning outcome 
<b>Module 1: Fundamentals of Safe Medication Administration</b>					
<b>1</b>	Viewing of mini-lectures  Introduction to course content and expectations  Brief history of Pharmacology  Pharmacology concepts & related terminology  How drugs work: Pharmacodynamics & Pharmacokinetics	Review learning content & any additional resources	Zoom lectorials Integrating group and individual activities.  Introduction to medication calculation & mathematical concepts  Revision of the metric system  Medication drug calculation – Tablet form  Common used abbreviations in Medication Administration	Medication Calculation Examination - completed in Week 5	1, 4
<b>2</b>	Viewing of mini-lectures  Safety & Regulation of drugs  Scheduling of medications  Roles & Responsibilities of medication administration  Formulations & preparations of drugs  Routes of administration  Applying clinical decision making to medication administration	Review learning content & any additional resources  Rhetorical questions prior to lectorial as advised	Zoom lectorials Integrating group and individual activities  Introduction of the NIMC – drug administration documentation  Medication drug calculation – liquid form  Practice drug calculation – Tablet form  Case study analysis  Medication safety		3, 4

<b>Module 2: Fundamentals of Pharmacology</b>					
<b>3</b>	<p>Viewing of mini-lectures</p> <p>Overivew of the Nervous System</p> <p>Adrenergic Pharmacology</p> <p>Physiological effects of the Adrenergic Agonists &amp; Antagonists</p> <p>Cholinergic Pharmacology</p>	<p>Review learning content &amp; any additional resources</p> <p>Rhetorical questions prior to lectorial as advised</p>	<p>Zoom lectorials Integrating group and individual activities</p> <p>Medication drug calculation – Paediatrics</p> <p>Practrice drug calculation – liquid form</p> <p>Analysis of safety issues within Medication Administration</p> <p>Review Neurotransmitter content</p>	<p>Log of Learning Question Bank Due Week 7</p> <p>EOT Exam in examination week</p>	1, 2, 3, 4
<b>4</b>	<p>Viewing of mini-lectures</p> <p>Histamines</p> <p>Eicosanoids: Prostaglandins, Leukotrienes &amp; Thromboxanes</p> <p>Steroidal Drugs</p> <p>Introduction to a Drug Monograph</p>	<p>Review learning content &amp; any additional resources</p> <p>Rhetorical questions prior to lectorial as advised</p>	<p>Zoom lectorials Integrating group and individual activities</p> <p>Medication Monograph</p> <p>Patient Education &amp; Adult Learning Principles</p> <p>Principles of Intravenous Fluids</p> <p>Topical Medication Applications</p> <p>Medication Calculation Practice Exam</p>		1, 2, 4
<b>5</b>	<p>Viewing of mini-lectures</p> <p>Overview of Pain</p> <p>Analgesics and their uses</p> <p>Overview of the Gastrointestinal Tract (GIT)</p> <p>Common medications used for GIT disorders</p>	<p>Review learning content &amp; any additional resources</p> <p>Rhetorical questions prior to lectorial as advised</p>	<p>Zoom lectorials Integrating group and individual activities</p> <p>Medication Monograph</p> <p>Case Study – Analgesics &amp; GIT medications</p>	<b>Medication Calculation Examination</b>	1, 2





<b>6</b>	<p>Viewing of mini-lectures</p> <p><b>Overview of the Cardiovascular System</b></p> <p><b>Medication management for the Cardiovascular System</b></p> <p><b>Over view of diuretics</b></p>	<p><b>Review learning content &amp; any additional resources</b></p> <p><b>Rhetorical questions prior to lectorial as advised</b></p>	<p><b>Zoom lectorials Integrating group and individual activities</b></p> <p><b>Medication Monograph</b></p> <p><b>Case study – Cardiovascular Medications</b></p>		1, 2
<b>7</b>	<p>Viewing of mini-lectures</p> <p>Overview fo the Respiratory System</p> <p>Medication management for the Respiratory System</p> <p>Overivew of the Neurological System</p> <p>Medication management of the Neuological System</p>	<p>Review learning content &amp; any additional resources</p> <p>Rhetorical questions prior to lectorial as advised</p>	<p>Zoom lectorials Integrating group and individual activities</p> <p>Medication Monograph</p> <p>Case study – Respiratory Medications</p>	<b>Log of Learning Question Bank Due Week 7</b>	1, 2
<b>8</b>	<p>Viewing of mini-lectures</p> <p>Overview of the Endocrine System</p> <p>Medication management of the Endocrine System</p>	<p>Review learning content &amp; any additional resources</p> <p>Rhetorical questions prior to lectorial as advised</p>	<p>Zoom lectorials Integrating group and individual activities</p> <p>Medication Monograph</p> <p>Case study – Endocrine Medications</p>		1, 2
<b>9</b>	<p>Viewing of mini-lectures</p> <p>Overview of the Immune System</p> <p>Review Micro-organisms</p> <p>Outline the use of Antibiotics</p>	<p>Review learning content &amp; any additional resources</p> <p>Rhetorical questions prior to lectorial as advised</p>	<p>Zoom lectorials Integrating group and individual activities</p> <p>Medication Monograph</p> <p>Case study – Antibiotics</p> <p>Review of prescribing guidelines</p>		1, 2
<b>10</b>	<p>Revision of course content</p>	<p>Review learning content &amp; any additional resources</p>	<p>Zoom lectorials Integrating group and individual activities</p> <p>Practice Exam</p> <p>Exam Revision</p>	<b>EOT Exam in examination week</b>	1, 2, 3, 4





## 5. Evidence of Learning (Assessment Plan)

### 5.1 Evidence of Learning Summary

	 Evidence of learning	 Weighting	 Learning outcome	 Due Date
<b>1</b>	Medication Calculations Examination	10%	4	Week 5
<b>2</b>	Log of Learning Question Bank	40%	1, 2 & 3	Week 7
<b>3</b>	End of Trimester Exam – selected & constructed responses	50%	1 & 2	Final examination period

### 5.2 Evidence of Learning Task Detail

#### 1. Medication Calculation Examination:

This medication calculation examination is to enable students to demonstrate their mastery of drug calculations. You are required to achieve 100%.

Details: This 60 minute online Medication Calculation Examination comprises of multiple choice questions. Students may have multiple attempts until they achieve 100%. For the purposes of the overall weighting students will be awarded the mark that they achieve on their first attempt.

Marking criteria: The Quiz will be marked in accordance with pre-determined model answers that have been internally moderated.

#### 2. Log of Learning Question Bank:

This assessment enables students to demonstrate their understanding of:

- How medications are regulated in Australia
- The principles of pharmacokinetics and pharmacodynamics
- The roles and responsibilities of healthcare professionals involved in the medication cycle
- The contributing factors to medication errors (and near-miss incidents), associated with prescribing, dispensing, administering, monitoring medications and preventative strategies to reduce errors.

Details: There are nine (9) questions. This assessment item requires students to complete this Question Bank and submit an electronic file to Turnitin for text matching by the due date. The questions in this workbook are short answers. Each answer must be correctly structured using the conventions of academic writing (sentences, paragraphs, grammar, spelling and referencing).

Other elements:

- Always refer to the Griffith College DHC Assignment Writing Guidelines
- Ensure that scholarly literature is used (digitised readings, research articles, relevant Government reports and text books)
- State the word count (excluding your reference list) on the Assignment Cover Sheet/Page
- Submit your assignment online via Turnitin as per the instructions on 1807NRS course site.

Marking criteria: for detailed marking criteria refer to 1807NRS course site at Griffith College Portal

### 3. End of Trimester Examination (EOT):

This individual assessment item is designed to assess the knowledge and understanding of the core concepts covered throughout the entire trimester. The exam will assess the students' learning stemming from core concepts covered in lectures, tutorials and workshops presented during the whole course.

Details: The exam will consist of multiple choice and short answer questions which include 2 Case Studies and a NIMC audit.

Marking criteria: the exam will be marked following a strict marking guide and will undergo a full moderation process.

#### Requirements to pass the course:

In order to pass this course and in addition to meeting the tutorial and workshop attendance and participation requirements, students must:

- Attempt and submit ALL assessment items
- Achieve 100% in the online Medication Calculation Examination (multiple attempts permitted). However, grad achieved on first attempt will be recorded
- Achieve a minimum cumulative total of 50% from all graded assessments.

### 5.3 Late Submission

An evidence of learning (assessment) item submitted after the due date, without an approved extension from the Course Coordinator, will be penalised. The standard penalty is the reduction of the mark allocated to the assessment item by 5% of the maximum mark applicable for the assessment item, for each working day or part working day that the item is late. Evidence of learning items submitted more than five working days after the due date are awarded zero marks.

Please refer to the Griffith College website - Policy Library > Assessment Policy for guidelines and penalties for late submission.

### 5.4 Other Information about Evidence of Learning

#### Retention of Originals

You must be able to produce a copy of all work submitted if so requested. Copies should be retained until after the release of final results for the course.

#### Requests for extension

To apply for an extension of time for an evidence of learning item, you must submit an [Application for Extension of Assignment](#) form to your teacher at least 24 hours before the date the assignment is due. Grounds for extensions are usually: serious illness, accident, disability, bereavement or other compassionate circumstances and must be able to be substantiated with relevant documentation [e.g. [Griffith College Student Medical Certificate](#)]. Please refer to the Griffith College website - Policy Library - for guidelines regarding extensions and deferred assessment.

#### Return of Evidence of Learning Items

1. Marks awarded for in-trimester evidence of learning items, except those being moderated externally with Griffith University, will be available on the Student Portal within fourteen [14] days of the due date. This does not apply to the final evidence of learning item in this course (marks for this item will be provided with the final course result).
2. Students will be advised of their final grade through the Student Portal. Students can review their final exam papers after student grades have been published. Review of final exam papers will not be permitted after the final date to enrol.

3. Marks for **all** evidence of learning items including the final exam (if applicable) will be recorded in the Moodle Course Site and made available to students through the Moodle Course Site.

*The sum of your marks of evidence of learning items in this course does not necessarily imply your final grade for the course. Standard grade cut off scores can be varied for particular courses, so you need to wait for the official release of grades to be sure of your grade for this course.*

## 6. Policies & Guidelines

Griffith College assessment-related policies can be found in the [Griffith College Policy Library](#) which include the following policies:

Assessment Policy, Special Consideration, Deferred Assessment, Alternate Exam Sitting, Medical Certificates, Academic Integrity, Finalisation of Results, Review of Marks, Moderation of Assessment, Turn-it-in Software Use. These policies can be accessed using the 'Document Search' feature within the [Policy Library](#)

**Academic Integrity** Griffith College is committed to maintaining high academic standards to protect the value of its qualifications. Academic integrity means acting with the values of honesty, trust, fairness, respect and responsibility in learning, teaching and research. It is important for students, teachers, researchers and all staff to act in an honest way, be responsible for their actions, and show fairness in every part of their work. Academic integrity is important for an individual's and the College's reputation.

All staff and students of the College are responsible for academic integrity. As a student, you are expected to conduct your studies honestly, ethically and in accordance with accepted standards of academic conduct. Any form of academic conduct that is contrary to these standards is considered a breach of academic integrity and is unacceptable.

Some students deliberately breach academic integrity standards with intent to deceive. This conscious, pre-meditated form of cheating is considered to be one of the most serious forms of fraudulent academic behaviour, for which the College has zero tolerance and for which penalties, including exclusion from the College, will be applied.

However, Griffith College also recognises many students breach academic integrity standards without intent to deceive. In these cases, students may be required to undertake additional educational activities to remediate their behaviour and may also be provided appropriate advice by academic staff.

As you undertake your studies at Griffith College, your lecturers, tutors and academic advisors will provide you with guidance to understand and maintain academic integrity; however, it is also your responsibility to seek out guidance if and when you are unsure about appropriate academic conduct.

In the case of an allegation of a breach of academic integrity being made against a student he or she may request the guidance and support of a Griffith College Student Learning Advisor or Student Counsellor.

Please ensure that you are familiar with the Griffith College Academic Integrity Policy; this policy provides an overview of some of the behaviours that are considered breaches of academic integrity, as well as the penalties and processes involved when a breach is identified.

For further information please refer to the Griffith College website - Policy Library > Academic Integrity Policy

### **Reasonable Adjustments for Assessment – The Disability Services policy**

The Disability Services policy (accessed using the Document Search' feature with the [Policy Library](#)) outlines the principles and processes that guide the College in making reasonable adjustments to assessment for students with disabilities while maintaining academic robustness of its programs.

### **Risk Assessment Statement**

There are no out of the ordinary risks associated with this course.

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