



1. General Course Information

1.1 Course Details

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|----------------------------|---|
| Course Code: | 1807NRS |
| Course Name: | Safe Administration of Medications |
| Trimester: | Trimester 1, 2025 |
| Program: | Diploma of Health Care |
| Credit Points: | 10 |
| Course Coordinator: | Cristine Purvis |
| Document modified: | |

Course Description

This course develops foundational pharmacology knowledge including the uses, effect and actions of medications. Students will learn about the responsibilities of the Registered Nurse so they may apply their knowledge and implement safe medication administration practices in clinical practice.

As a member of the interprofessional health care team, nurses play a central role in medication administration for positive client health outcomes. Medication administration is a common and important nursing skills, which may appear simple but is in fact a complex activity. When medication administration goes wrong, it may result in costly patient harm. This course aims to develop foundational pharmacology knowledge, including pharmacotherapeutics, pharmacokinetics and pharmacodynamics, to ensure quality use of medicines. Students will develop numeracy skills so they can correctly perform medication calculations to safely administer medications. Students will apply a systems approach to identify factors likely to produce medication errors and practical strategies to avoid or minimize these errors.

Assumed Knowledge

There is no assumed knowledge for this course

1.2 Teaching Team

Your teacher/s can be contacted via email as below:

You will also find their email in the Teacher's tile on your Course Site.

| Name | Email |
|-----------------|--|
| Cristine Purvis | cris.purvis@griffithcollege.edu.au |
| | |

1.3 Meet with your teacher

Your teacher is available each week to meet outside of normal class times. This is called consultation. Times that your teacher will be available for consultation will be found on the Teacher's tile on your Course Site.

1.4 Timetable

Your timetable is available on the Griffith College Digital Campus at My Apps, Timetable.

1.5 Technical Specifications

All students must have access to a computer or suitable mobile device such as laptop or tablet (mobile phones are not suitable). In addition, up-to-date browser access, a reliable high-speed internet connection with enough upload and download capacity, a webcam and headset including microphone are needed.

2. Aims, Outcomes & Generic Skills

2.1 Course Aims

This course aims to develop foundational pharmacology knowledge, with an emphasis on the indications of medications, pharmacokinetics and pharmacodynamics, and safe administration of medications using a systems approach. Students will develop numeracy skills to correctly perform medication calculations to safely administer medications. They will be able to apply pharmacology and medication administration knowledge and implement safe medication administration strategies, in future clinical practice.



2.2 Learning Outcomes

After successfully completing this course, you should be able to:

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| 1. Apply numeracy skills to demonstrate proficiency in medication calculations for safe administration of medications |
| 2. Identify and describe contributing factors to medication errors (and near-miss incidents), associated with prescribing, dispensing, administering and monitoring medications and identify strategies which may prevent or reduce medication errors from occurring within nursing practice contexts |
| 3. Apply pharmacological knowledge, such as indications, contraindications, and adverse effects of medications to ensure quality use of medications |



2.3 Graduate Capabilities and Employability Skills

For further details on the Graduate Capabilities and Employability Skills please refer to the [Graduate Generic Skills and Capabilities policy](#).

Griffith College is committed to producing graduates who are able to demonstrate progress toward the development of a number of generic skills / capabilities that will allow them to successfully continue their studies at the tertiary level. This set of skills includes employability related skills that will ensure graduates are capable in the workplace of the future.

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

| Graduate Capabilities and Employability Skills | | | Focus within this course (place ✓ within relevant row/s) |
|--|-----------------------------------|--|--|
| Interacting with People | Teamwork | | |
| | Communication | | ✓ |
| | Respect for Culture and Diversity | | |
| Readiness for the Workplace | Problem Solving | | ✓ |
| | Planning and Organisation | | |
| | Creativity and Future Thinking | | |



3. Learning Resources

3.1 Required Learning Resources

Bullock, S., & Manias, E. (2022). *Fundamentals of pharmacology* (9th ed.). Pearson Australian.

Brotto, V., & Rafferty, K. (2019). *Clinical dosage calculations for Australia and New Zealand*. (3rd Ed.) Cengage.

3.2 Recommended Learning Resources

All recommended reading will be provided on the MyStudy site and will be updated throughout the trimester. There will be access to online resources, web links and interactive learning materials.

Recommended Texts:

Tiziani, A. (2021). *Harvard's nursing guide to drugs*. (11th ed.). Elsevier.

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

3.3 College Support Services and Learning Resources

Griffith College provides many facilities and support services to assist students in their studies. Links to information about 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.
- [Study Toolbox](#) – there is a dedicated website for this course on the Griffith College Digital Campus.
- [Academic Integrity](#)- Griffith College is committed to ensuring academic integrity is understood and maintained by all staff and students. All students learn about academic integrity through engagement with Academic Integrity online modules within the Academic and Professional Studies course.
- [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

Preparation and Participation in Learning

You need to prepare before attending your scheduled Learning Experience (In Class). Work through the Learning Content (Before Class) prepared by your teacher which is found on the course site. Make sure you complete the Learning Activities (After Class) set each week. 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 teacher's attention; respond to questions to test your knowledge and engage in discussion to help yourself and others learn.

Attendance

You are expected to actively engage in all learning experiences which underpin the learning content in this course. Attendance will be recorded by your teacher in each learning experience to ensure you are meeting the requirements of the program you are studying and/or your visa conditions. You are expected to engage with the learning content and learning activities outside of timetabled class times. You are expected to bring all necessary learning resources to class such as the required textbook and /or Workbook.

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 the course site. The learning materials are arranged in Modules. In each Module you will find Learning Content (Before Class), Learning Experiences (In Class) and Learning Activities (After Class). **Learning Content (Before Class)** will be engaged with prior to the scheduled **Learning Experience (In Class)**. This will ensure you are prepared for the scheduled Learning Experience (In Class) by being aware of the content to be covered and therefore will be able to actively participate in the session. **Learning Activities (After Class)** are accessed after the scheduled session for purposes of review, consolidation of learning, and preparation for the Evidence of Learning Tasks (Assessments) in the course.

Self-Directed Learning

You will be expected to learn independently. This means you must organize and engage with the course Learning Content (Before Class) even when you are not specifically asked to do so by your teacher. The weekly guide (below) will be helpful to organize your learning. This involves revising the weekly course Learning Content (Before Class) and completing the Learning Activities (After Class). It also means you will need to find additional information to evidence your learning 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%, students are engaged in their learning 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].

International students enrolled in Language Development Modules (LDH100 / LDH200)

Successful completion of LDH100 and LDH200 is **required** to graduate with your Diploma award and progress to your Bachelor. If you do not achieve non-graded passes for these language modules your progression to your Bachelor will be affected. Please attend all your classes and submit your assessment.






Teacher and Course Evaluation

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



4. Weekly Guide: Learning Content, Learning Experiences and Learning Activities

The information below lays out how your learning will be organised throughout the trimester:

| Week | Learning Content (Before Class) | Learning Experience (In Class) | Learning Activities (After Class) | Evidence of Learning (Assessment) | Learning Outcome |
|---|--|---|--|---|---|
| |  |  |  |  |  |
| Module 1: Preparing for the administration of medications | | | | | |
| 1 | <ul style="list-style-type: none"> Introduction to course content & expectations Medication Terminology & formulations Introduction to calculating medication doses Classification and scheduling of medications | <p>Lectorials integrating team & individual activities</p> <p>Introduction to course outline / summary of assessment items</p> <p>Introduction to mathematical concepts & medication calculation (tablet & volume form)</p> <p>Terminology / common abbreviations</p> | <p>Review learning content & any additional resources & prepare for learning experience</p> <p>Read: Bullock & Manias (9e) required course text: Chapters: 2, 4 & 6 Brotto & Rafferty (2020) Chapters: 5 & 3</p> | | 1, 2 |

Module 2: Quality use of Medications in patient safety

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|---|---|---|---|--|---------|
| 2 | <ul style="list-style-type: none"> Applying clinical decision making to medication administration Quality use of medication concept (QUM) Medication management – medication errors Roles / responsibilities in medication administration | <p>Lectorials integrating team & individual activities</p> <p>Medication drug calculation – Paediatrics</p> <p>Analysis of safety issues in Medication Administration</p> <p>NIMC – review of potential administration errors</p> | <p>Review learning content & any additional resources & prepare for learning experience</p> <p>Read: Bullock & Manias (9e) required course text: Chapters: 5, 6 & 7</p> | | 1, 2, 3 |
|---|---|---|---|--|---------|

Module 3: Pharmacology, Autonomic pharmacology & Chemical Mediators

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|---|--|--|--|------------------------------------|---------|
| 3 | <ul style="list-style-type: none"> Pharmacology concepts – Pharmacodynamics & Pharmacokinetics | <p>Lectorials integrating team & individual activities</p> <p>Medication Calculation Practice exam</p> | <p>Review learning content & any additional resources & prepare for learning experience</p> <p>Read: Bullock & Manias (9e) required course text: Chapters: 9 & 10</p> | | 1, 2, 3 |
| 4 | <p>Autonomic Pharmacology</p> <ul style="list-style-type: none"> Overview of the Nervous System Adrenergic Pharmacology Cholinergic Pharmacology <p>Chemical Mediators</p> <ul style="list-style-type: none"> Classification of Chemical Mediators Chemical Mediators of inflammation Histamines & antihistamines Prostaglandins & Serotonins & Nitric Acid | <p>Lectorials integrating team & individual activities</p> <p>Introduction to a monograph</p> <p>Review of Learning Content:– case studies</p> <p>MEDICATION CALCULATION EXAM</p> | <p>Review learning content & any additional resources & prepare for learning experience</p> <p>Read: Bullock & Manias (9e) required course text: Chapters: 19, 20, 21, 32 & 34</p> | Medication Calculation examination | 1, 2, 3 |

Module 4: Pharmacology and Body Systems





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|---|--|---|--|--------------------|------|
| 5 | <p>Overview of the Cardiovascular System</p> <ul style="list-style-type: none"> Cardiovascular medications Anticoagulants Renal medications | <p>Lectorials integrating team & individual activities</p> <p>Cardiovascular medication – case studies</p> | <p>Review learning content & any additional resources & prepare for learning experience</p> <p>Read: Bullock & Manias (9e) required course text: Chapters: 37, 38, 39, 40, 41, 42 & 43</p> | | 2, 3 |
| 6 | <p>Overview of the Respiratory system</p> <ul style="list-style-type: none"> Respiratory medications <p>Overview of the Neurological System</p> <ul style="list-style-type: none"> Mental Health medications | <p>Lectorials integrating team & individual activities</p> <p>Respiratory medication – case studies</p> <p>Mental Health medications – case studies</p> | <p>Review learning content & any additional resources & prepare for learning experience</p> <p>Read: Bullock & Manias (9e) required course text: Chapters: 22, 23, 24 & 46</p> | Mid-trimester exam | 2, 3 |

| | | | | | |
|----|--|---|---|--|---------|
| 7 | Pain & analgesics Overview of the GIT <ul style="list-style-type: none"> • GIT medications | Lectorials integrating team & individual activities Analgesics – case studies GIT medication – case studies | Review learning content & any additional resources & prepare for learning experience Read: Bullock & Manias (9e) required course text: Chapters: 28, 48 & 49 | Written Assessment – Case Study Report | 2, 3 |
| 8 | Overview of the immune system <ul style="list-style-type: none"> • Anti-infective medications | Lectorials integrating team & individual activities Antibiotics – case studies | Review learning content & any additional resources & prepare for learning experience Read: Bullock & Manias (9e) required course text: Chapters: 59, 63 & 64 | | 2, 3 |
| 9 | Overview of the Endocrine system <ul style="list-style-type: none"> • Endocrine medications | Lectorials integrating team & individual activities Endocrine medications – case studies | Review learning content & any additional resources & prepare for learning experience Read: Bullock & Manias (9e) required course text: Chapters: 51, 52, 53 & 54 | | 2, 3 |
| 10 | Pharmacology in Nursing Practice <ul style="list-style-type: none"> • Revision of course content | Lectorials integrating team & individual activities Practice exam – KAHOTS Exam revision | Review Learning Content & any additional resources | EOT Exam in examination week | 1, 2, 3 |



5. Evidence of Learning (Assessment)

5.1 Evidence of Learning Summary

| | Evidence of Learning (Assessment) | Weighting | Learning Outcome | Due Date |
|---|---|---|--|---|
| |  |  |  |  |
| 1 | Medication Calculations Examination | 5% | 1 | Week 4 |
| 2 | Mid Trimester Exam MCQ & short answer Qs | 25% | 1 & 2 | Week 6 |
| 2 | A2 Written Assignment | 35% | 2 & 3 | Week 7 |
| 3 | End of Trimester Exam MCQ & short answers Qs | 35% | 1, 2 & 3 | Final examination period |

5.2 Evidence of Learning Task Detail

You are required to **submit your own work** for marking. All planning, notes and drafts need to be retained so they can be presented to your teacher if requested.

Please note that generative artificial intelligence (Gen-AI) applications are **not permitted** to be used for assessment content creation, translation or extensive language assistance unless specifically identified in the assessment guidelines. Where permission is given for the use of Gen-AI applications for assessment content creation, appropriate referencing must occur.

Students should follow all teacher directions about the use of Gen-AI tools in relation to formative and summative assessment tasks (including how to cite Gen-AI tools, if relevant). It should be noted that Turnitin provides teaching staff with a Gen-AI percentage indicator as well as an Originality Report which detects plagiarism.

1. Evidence of Learning Task 1: Medication Calculation Examination (5%)

Task Type: Examination

Due Date: Week 4

Weight: 5%

Duration: (60 mins)

Length: 1 hour

Task Description: This medication calculation examination is to enable students to demonstrate their mastery of drug calculations. You are required to achieve 100%. This 60-minute online Medication Calculation Examination comprises of multiple-choice questions. Students may have only three (3) attempts until they achieve 100%.

Criteria and Marking: Students are assessed on pre-determined model answers that have been internally moderated.

Submission: online quiz/exam

2. Evidence of Learning Task 2: Mid-Trimester Examination (25%)

Task Type: Examination

Due Date: Week 6

Weight: 25%, Marked out of: 100

Duration: 2 hours

Length: 2 hours

Task Description: This individual Evidence of Learning Task is designed to assess the knowledge and understanding of the core concepts covered in Weeks 1 – 6. The exam will assess the students' learning stemming from core concepts covered in learning experiences, tutorials and workshops presented during these weeks of content. The exam will consist of multiple-choice and short answer questions.

Criteria and Marking: Students are assessed on the strict marking guide and will undergo a full moderation process.

Submission: MCQ / short answer questions - exam

3. Evidence of Learning Task 2: Written Assignment (35%)

Task Type: Written Assignment

Due Date: Week 7

Weight: 35%, Marked out of: 100

Length: 1500 words

Task Description: Aim of this assessment is for you to develop your knowledge of important medication concepts, including medication safety and pharmacology.

You are required to respond to a series of questions about medication safety and pharmacology that are raised in a case study.

Criteria and Marking: Students are assessed on LOs 2 & 3. It is an expectation that the Griffith Health Writing and Referencing Guide will be used in the preparation and submission of all written assessment items for this course. Please note that word limits for assessment items need to be strictly adhered to. The word limit for an assessment item includes text citations, tables and quotations. The word limit DOES NOT include the reference list. Please note the marker will cease marking your submitted work once they have reached the allocated word limit.

Submission: Turnitin via the course site

4. Evidence of Learning Task 3: End of Trimester Examination (35%)

Task Type: Examination

Due Date: Final Examination Period

Weight: 35%, Marked out of: 100

Duration: 2 hours

Length: 2 hours

Task Description: This individual Evidence of Learning Task is designed to assess the knowledge and understanding of the core concepts covered in Weeks 1 – 10. The exam will assess the students' learning stemming from core concepts covered in learning experiences, tutorials and workshops presented during these weeks of content. The exam may consist of multiple-choice and short answer questions.

Criteria and Marking: Students are assessed on the strict marking guide and will undergo a full moderation process.

Submission: MCQ / short answer questions - exam

In order to pass this Course, students must:

1. **Achieve 100% in the online Medication Calculation Examination (Two (2) attempts only, is permitted).**
2. **Attempt and submit ALL assessment items.**

5.3 Late Submission

An Evidence of Learning Task submitted after the due date, without an approved extension from the teacher, will be penalised. The standard penalty is the reduction of the mark allocated to the Evidence of Learning Task by 5% of the maximum mark applicable for the Evidence of Learning Task, for each calendar day that the task is late. Evidence of learning tasks submitted more than seven calendar 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 task, 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 Evidence of Learning Tasks.

Return of Evidence of Learning Tasks

1. Marks awarded for in-trimester evidence of learning tasks, except those being moderated externally with Griffith University, will be available on the course site within fourteen [14] days of the due date. This does not apply to the final evidence of learning task in this course (marks for this task will be provided with the final course result).
2. Students will be advised of their final grade through the Digital Campus. 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 tasks including the final exam (if applicable) will be recorded in the Course Site and made available to students through the Course Site.

The sum of your marks of evidence of learning tasks 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 Evidence of Learning Tasks-related policies can be found in the [Griffith College Policy Library](#) which include the following policies:

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 recognizes 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 teachers 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 Evidence of Learning Tasks – The Disability Services policy

The [Disability Services policy](#) (accessed within the [Policy Library](#)) outlines the principles and processes that guide the College in making reasonable adjustments to Evidence of Learning Tasks 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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Note: Griffith College acknowledges content derived from Griffith University in Diploma level courses, as applicable.