**High Plains Technology Center**

**Health Careers**

**Learning Activity Packet (LAP) for Basic Medical Assistant**

**Related unit of instruction:**

Pharmacology for Medical Assistants

**Approximate Completion time:**

20 hours

**Rationale for the Lap:**

This LAP is designed to help the student identify sources, schedules and classes of drugs. They will identify and interpret actions of drugs commonly used in a physician’s office, accurately calculate drug dosage, and identify appropriate administration routes. The student will follow the written, verbal, or standing physician orders and properly prepare and administer medications using aseptic technique as required.

**Criteria for successful completion:**

By the end of this LAP the student will

1. Read and turn in work sheet for Chapter 33 in Kinn’s

*The Medical Assistant* book

1. Pass the test for this chapter

**Learning Objective:**

1. Define, spell and pronounce the terms listed in the vocabulary.
2. Apply critical thinking skills in performing patient assessment and care.
3. Distinguish among the government agencies that regulate drugs in the United States.
4. Cite the areas covered in the regulations established by the Drug Enforcement Administration for the management of controlled or regulated substances.
5. List the DEA regulations for prescription drugs for each of the five schedules of the Controlled Substance Act.
6. Explain the medical assistant’s role in preventing drug abuse.
7. Differentiate among a drug’s chemical, genetic and trade names.
8. Describe the use of drug reference materials.
9. Summarize the clinical uses of drugs.
10. Cite safety measures for the use of OTC drugs.
11. Diagram the parts of a prescription.
12. Demonstrate the ability to transcribe a prescription accurately.
13. Relate the principles of pharmacokinetics to drug use.
14. Describe factors that affect the action of a drug.
15. Compare the therapeutic classifications of medications.
16. Differentiate among commonly used herbal remedies and alternative therapies.
17. Examine the role of the medical assistant in drug therapy education.
18. Identify the medical assistant’s legal responsibilities in medication management in an ambulatory care setting.

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**Criteria for successful completion:**

By the end of this LAP the student will

1. Read and turn in work sheet for Chapter 34 in Kinn’s

*The Medical Assistant* book

1. Pass the test for this chapter

**Learning Objective:**

1. Define, spell and pronounce the terms in the vocabulary.
2. Apply critical thinking skills in performing the patient assessment and patient care.
3. Demonstrate methods of verifying the accuracy of calculations
4. Differentiate among the terms used in dosage preparation.
5. Summarize the important parts of a drug label.
6. Describe and perform conversions among the various systems of measurement.
7. Calculate the correct dose of a drug using the standard formula.
8. Determine accurate pediatric doses of medication.
9. Diagram how to reconstitute powdered injectable medication
10. Specify the legal responsibilities of a medical assistant in calculating drug dosages.

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This LAP is designed to help the student identify sources, schedules and classes of drugs. They will identify and interpret actions of drugs commonly used in a physician’s office, accurately calculate drug dosage, and identify appropriate administration routes. The student will follow the written, verbal, or standing physician orders and properly prepare and administer medications using aseptic technique as required.

**Criteria for successful completion:**

By the end of this LAP the student will

1. Read and turn in work sheet for Chapter 35 in Kinn’s

*The Medical Assistant* book

1. Pass the test for this chapter

**Learning Objective:**

1. Define, spell and pronounce the terms listed in the vocabulary.
2. Apply critical thinking skills in performing the patient assessment and patient care.
3. Analyze safety guidelines for specific patient populations.
4. Document the administration of a medication.
5. Follow safety precautions in the management of medication administration in the ambulatory healthcare setting.
6. Summarize patient assessment factors that can affect medication administration.
7. Identify various drug forms and their administration guidelines.
8. Administer oral medications.
9. Specify parenteral administration equipment, including details about needles and syringes.
10. Follow OSHA guidelines in the management of parenteral administration.
11. Describe and demonstrate the types and locations of parenteral administrations.
12. Outline the principles of IV therapy.
13. Recognize the medical assistant’s role in patient education about the administration of drugs.
14. Assess legal and ethical issues in drug administration in the ambulatory care setting.