

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH
SCHOOL OF NURSING
POLICY & PROCEDURE MANUAL**

Subject: DRUG DOSAGE CALCULATION COMPETENCY		Original Issue Date: 2001	Policy #: 302
		Supersedes: June 3, 2014	Effective Date: July 9, 2015
Committees Consulted: Admissions/Promotions Curriculum	Reviewed & Approved by: School of Nursing Faculty Organization Semester Coordinators College Administration Dean, Administrative & Student Services College Planning	Approved by: (Signature on File) Dean, School of Nursing <hr/> (Signature on File) Provost, College of Nursing and Allied Health	

PURPOSE:

To validate student drug dosage calculation competency

POLICY:

Students must complete a Drug Dosage Calculation Competency (DDCC) each semester with a minimum score of 85% prior to medication administration.

Students have two opportunities to successfully complete the DDCC.

Attendance at scheduled competency is mandatory and absence will result in failure of the competency.

Students who earn a score of less than 85% are scheduled for a second competency. Failure will result in administrative withdrawal from all currently enrolled courses

- Failure to pass the Drug Dosage Calculation Competency twice in one semester and twice again in the subsequent repeated semester will result in dismissal from the program.

Students have the option to use an-approved calculator during the DDCC.

The calculator:

- Must be pre-approved by the Semester Coordinator or faculty designee
- Should only have addition, subtraction, multiplication, division, percentage, and simple memory functions
- May not be shared during the DDCC.

Calculators that are a part of another electronic device (e.g. cellular phone, portable digital assistants (PDA), notebook computer, scientific calculators etc.) are prohibited. Use of unauthorized calculators will result in disciplinary action on grounds of academic dishonesty.

The competency test periods are as follows:

- First week of course: Transition Course, Semesters 2, 3, and 4
- Third week of course: Semester 1.

Each competency consists of 20 questions and 80 minutes is allotted for the test.

Each DDCC test item must be approved by the semester faculty.

Subject:

DRUG DOSAGE CALCULATION COMPETENCY

PROCEDURE:

Faculty in each semester course:

- Review and approve DDCC test items prior to placement in ParTest.
- Input all DDCC test items into the ParTest.

Student submits a simple calculator (labeled with the student's name) to the Semester Coordinator or faculty designee prior to the start of the DDCC.

The Semester Coordinator or faculty designee:

- Examines the calculator and returns the approved calculator to the student at prior to the scheduled DDCC
- Notifies and counsels the student after the first failure of the DDCC
- Provides the student an opportunity to remediate with faculty
- Develops a DDCC Remediation Plan in collaboration with the student
- Schedules the second DDCC outside clinical/class time within two weeks after notification of failure of the first DDCC.

The Semester Coordinator:

- Meets with students after failure of the second DDCC
- Refers student to Dean of Administrative and Student Services.

The course instructor enters pass/fail grade on "Permanent Grade Report – Clinical Courses" form.

PROCEDURE DOCUMENTATION:

Permanent Grade Report – Clinical Courses

Student Status Report

Drug Dosage Calculation Competency Remediation Plan

REFERENCES:

School of Nursing Policies:

- #301: Grading for the Clinical Courses
- #303: Drug and Dosage Calculation Competency Remediation Plan
- #810: Make Up Examination
- #815: High Risk Student Remediation
- #820: Academic Failure and Withdrawal

REVISION DATES:

2001

August 11, 2003

June 1, 2006

April 23, 2007

April 26, 2010

May 21, 2012

June 3, 2014

July 9, 2015