

LESSON PLAN: 4

COURSE TITLE: MEDICATION TECHNICIAN

UNIT: II GENERAL PRINCIPLES

SCOPE OF UNIT:

This unit includes medication terminology, dosage, measurements, drug forms, transcribing physician's orders, packaging, storage, and accountability.

INFORMATION TOPIC: II-4 OR DEMONSTRATION:

MEDICATION TERMINOLOGY AND ABBREVIATIONS

(Lesson Title)

OBJECTIVES – THE STUDENT WILL BE ABLE TO:

1. Match terms to their definitions related to the administration of medications.
2. Record abbreviations related to the administration of medications.

SUPPLEMENTARY TEACHING/LEARNING ITEMS:

1. Word games.

INFORMATIONAL ASSIGNMENT:

Read Lesson Plan 4 prior to class and be prepared to discuss the information presented.

INTRODUCTION

The words used in the health care field may be strange to non-medical persons. It is important that you learn the meaning of the words and symbols used to assure accuracy and to avoid errors in the preparation, administration, and recording of medications. This lesson deals with such words and symbols.

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OUTLINE:

I. Terminology Related to Medication Administration

- A. Addiction – emotional or physiological dependence upon a drug which has progressed beyond voluntary control.
- B. Adverse drug affect – a harmful, unintended reaction to a drug administered at normal dosage.
- C. Allergic reaction.
 - 1. Hypersensitivity – unusual sensitivity to a drug such as mild skin rash, swelling, itching, and nasal congestion.
 - 2. Anaphylaxis – severe, life threatening hypersensitivity to a drug such as extreme weakness, nausea and vomiting, cyanosis, dyspnea, hypotension, shock and respiratory or cardiac arrest. Usually occurs within minutes of administering the drug.
- D. Antagonism – condition in which two drugs work against each other, decreasing effectiveness of one or both (e.g., tetracycline and antacid).
- E. Antidote – a drug given to reverse the effects of a previously given drug.
- F. Aural – pertaining to the ear.
- G. Contraindications – existing conditions that the resident may have which are incompatible with the drug (e.g., Inderal given to asthmatic resident).
- H. Controlled drugs/controlled substances – drugs covered by the Federal and State Controlled Substance Acts.
- I. Cumulative effect – buildup of a drug in the body that may occur rapidly or slowly over time.
- J. Disease – pathological or abnormal condition of the body.
- K. Dosage – amount of a medication given at one time.
- L. Drug – a substance taken into or applied to the body to treat or prevent a disease or condition (e.g., Advil).

- M. Enteric coated – tablets that are coated so that they dissolve in the small intestines rather than in the stomach.
- N. Generic name – the common name assigned to a drug; the generic name stays the same from one manufacturer to another; whereas, the trade or brand name changes with each manufacturer.
- O. Idiosyncrasy – an individual's unique hypersensitivity to a particular drug.
- P. Indications – various conditions or symptoms for which the drug may be given.
- Q. Lethal dose – amount of a drug that will cause death.
- R. Ophthalmic – pertaining to the eye.
- S. Overdose – a dose of a drug in an amount that causes an acute reaction such as coma or even death.
- T. Otic – pertaining to the ear.
- U. Parenteral – a medication route other than the digestive system such as intravenous (IV), subcutaneous (Subcut), intramuscular (IM), mucosal.
- V. Physical dependence – a physical state in which the body adapts to a drug and experiences symptoms of withdrawal when the drug is abruptly stopped or the dose is rapidly lowered. Physical dependence is a normal result of the use of certain drugs and rarely leads to addiction.
- W. Placebo – an inactive substance prescribed by a doctor as if it were an effective dose of medication and believed by the resident to be a medication.
- X. Psychological dependence – a compulsion to use a drug, often for its mood altering effects, preoccupation with obtaining and using a drug. Psychological dependence may lead to addiction.
- Y. Side effects – any effect of a drug other than the one for which it is given.
- Z. Spansule – small particles of a drug coated with compounds which require varying amounts of time to dissolve.
- AA. Subcutaneous – injected into the tissues just below the skin, dermis.
- BB. Sublingual – under the tongue, without liquid.
- CC. Synergism – two drugs working together to give an effect greater than their individual effect (e.g., analgesics with antianxiety drugs).

- DD. Therapeutic effect – the desired effect of a drug.
- EE. Tolerance – a condition in which the body becomes increasingly resistant to a drug due to continued exposure; and requiring an increased amount of a drug to produce the same effect a lesser amount previously produced.
- FF. Toxicity – symptoms or effect of poisoning of the body by a drug due to large dose of a drug or a cumulative effect of the drug.
- GG. Trade or brand name – name by which a drug is marketed; commonly recognized name of a drug.

NOTE: In 2004 the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) compiled a list of dangerous abbreviations. These abbreviations should be avoided and the terms written out. Please refer to your facility's Policy and Procedure Manual regarding approved abbreviations for your place of employment.

II. Abbreviations

NOTE: These abbreviations have been listed so that you will be familiar with them; however, some are no longer considered safe to use. Refer to HO 8 for recommended alternatives.

A. Abbreviations related to medication administration.

1. \overline{a} – before.
2. \overline{aa} – of each.
3. \overline{ac} – before meals.
4. ad lib – freely as desired.
5. ASAP/asap – as soon as possible.
6. BID or bid – twice a day.
7. \overline{c} – with.
8. C – Centigrade.
9. c/o – complaints of.
10. cap(s) – capsule(s).
11. cc – cubic centimeter.
12. elix. – elixir.

13. F – Fahrenheit.
14. gr – grain.
15. Gm, gm or g – gram.
16. gtt – drop.
17. h – hour.
18. IM – intramuscular.
19. Inh. – inhalant.
20. IV – intravenous.
21. Kg – kilogram
22. liq. – liquid.
23. mcg – microgram.
24. mEq. – milliequivalent.
25. mg. – milligram.
26. mL – milliliter
27. NPO – nothing by mouth.
28. p. – after.
29. $\overline{\text{pc}}$ – after meals.
30. PO/po – by mouth.
31. PRN/prn – as needed.
32. qh – every hour.
33. q4h – every four hours.
34. QID/qid – four times a day.
35. sl – sublingual.
36. sol. – solution.
37. STAT/Stat/stat – immediately.

38. subcut – subcutaneously.
39. Supp. – suppository.
40. Tab(s) – tablet(s).
41. TID/tid – three times a day.
42. tr. – tincture.

B. Common diagnoses abbreviations.

1. AIDS – autoimmune deficiency syndrome.
2. ARD – acute respiratory distress.
3. ASCVD – arteriosclerotic cardiovascular disease.
4. ASHD – arteriosclerotic heart disease.
5. BPH – benign prostatic hypertrophy.
6. CAD – coronary artery disease.
7. CHD – coronary heart disease or congenital hip dislocation.
8. CHI – closed head injury.
9. CHF – congestive heart failure.
10. COBS – chronic organic brain syndrome.
11. COLD – chronic obstructive lung disease.
12. CVA – cerebrovascular accident.
13. CVD – cardiovascular disease.
14. COPD – chronic obstructive pulmonary disease.
15. DJD – degenerative joint disease.
16. DM – diabetes mellitus.
17. HTN – hypertension.
18. IDDM – insulin dependent diabetes mellitus.
19. LLLI – left lower lobe infiltrate.

20. RLLI – right lower lobe infiltrate.
21. MI – myocardial infarction.
22. NIDDM – non insulin dependent diabetes mellitus.
23. OBS – organic brain syndrome.
24. PVD – peripheral vascular disease.
25. TIA – transient ischemic attack.
26. URI – upper respiratory infection.
27. UTI – urinary tract infection.

C. Laboratory test terminology.

1. BUN – blood urea nitrogen.
2. CBC – complete blood count.
3. C & S – culture and sensitivity.
4. ECG (EKG) – electrocardiogram.
5. FBS – fasting blood sugar.
6. MRSA – methicillin-resistant staphylococcus aureus.
7. RBC – red blood count.
8. VRE – vancomycin resistant enterococci.
9. VRSA – vancomycin resistant staphylococcus aureus.
10. WBC – white blood count.

D. Miscellaneous.

1. ADL – activities of daily living.
2. AKA – above the knee amputation.
3. ASAP – as soon as possible.
4. CC – chief complaint.

5. C.D.C. – Center for Disease Control.
6. CMS – Centers for Medicare and Medicaid Services.
7. DHSS – Department of Health and Senior Services.
8. Dx – diagnosis.
9. H₂O – water.
10. H & P – history and physical.
11. ICF – intermediate care facility.
12. I & O – intake and output.
13. LTC – long term care.
14. MAR – medication administration record.
15. MDS – minimum data set.
16. MSDS – material safety data sheet.
17. NKA – no known allergy.
18. OBRA – Omnibus Budget Reconciliation Act.
19. OSHA – Occupation Safety and Health Administration.
20. OTC – over the counter medications (non-prescription).
21. PDR – physician's desk reference.
22. RCF – residential care facility.
23. SNF – skilled nursing facility.

III. Summary and Conclusion

- A. Terminology related to medication administration.
- B. Abbreviations related to medication administration.

This lesson has introduced you to terms, and abbreviations commonly used by those responsible for accurately and safely preparing, administering, and recording medications. The next lesson deals with dosage, measurement, and drug forms.