

## PREPARING FOR THE DOSAGE CALCULATION TEST

1. Students need basic math, Beginning Algebra, English, and reading comprehension skills to pass this test.
2. Students who need assistance with basic math or English may make an appointment with the ACE Center staff. The ACE Center will **NOT** assist the student with dosage calculation problems.
3. Students who wish to review independently for the dosage calculation test may purchase the book **Calculate with Confidence 4<sup>th</sup> Edition** by Deborah Gray Morris at the community college bookstore. The book will also be available on reserve at the community college library.
4. A study guide of the information included on the test is provided in this packet.
5. The book includes a CD with supporting instruction and practice problems.
6. For students who need assistance with dosage calculations, an eight hour dosage calculation course is offered at various times throughout the year.
7. Students are NOT required to take the dosage calculation course prior to taking the test.
8. A **practice dosage calculation** test is offered on WebCT. Enrollment for the practice test is required at the SCC registration office. A small nonrefundable fee is charged at the time of enrollment. The practice test may be taken twice with each registration through WebCT at home or on SCC computers. The two practice tests available on WebCT are identical. The practice test will be available from Aug.1–July 31 of the next year.
9. Spelling, rounding, trailing zeros, leading zeros, decimal rules, and labels of doses will be graded as part of the correct answer.
10. Healthcare accreditation organization guidelines and the suggested dosage calculation book will be used as the standard for rounding, spelling, trailing zeros, decimal rules, and labels.
11. Only mL will be accepted. No cc's, ml, or fractions will be accepted in the answer. All answers must be in decimals. No fractions will be accepted.

## ABOUT THE DOSAGE CLASS

1. Basic math, Beginning Algebra, and English comprehension facilitate success in this class.
2. Students who need assistance with basic math or English may make an appointment with the ACE Center staff. The ACE Center will **NOT** assist the student with dosage calculation problems.
3. Students may enroll in the dosage calculation course before taking the dosage calculation test.
4. The 8 hour in-class course will review the information necessary to facilitate passing the dosage calculation test.
5. The book **Calculate with Confidence 4<sup>th</sup> Edition** by Deborah Gray Morris will be used in the class. The course will review the recommended chapters from the study guide. The CD included with the book provides more practice problems and supportive instruction.
6. The dosage calculations instructor is available to assist **ONLY** those students who are enrolled in the course. The dosage calculation course instructor is **NOT** available to students who opt to prepare for the test using independent study or who are not enrolled in the course.
7. Students may enroll or re-enroll in the dosage calculation course up to two times per semester. **No refunds will be issued.**
8. To register for the dosage calculation course contact Denise in Allied Health (ADM 1442) @ 636-922-8280.

## INSTRUCTIONS FOR THE DOSAGE CALCULATION TEST

1. The student must receive a passing score of 90% on the dosage calculation test to be admitted into the RN program.
2. **ADN (RN) program:** For entrance into the program in August 2009, the dosage entrance exam will be administered from Jan. 12-May 13, 2009.
3. **Bridge students** may take the dosage entrance exam Aug. 4–Dec. 12, 2008 for entrance into NUR 104 in January 2009. A passing score during these time periods applies only to January 2009 entrance date.
4. **Returning and transfer students:** The dosage test must be taken and passed during the semester previous to the start date. The student must have a letter from the career/technical counselor to register for the dosage test.

**The dosage test will not be administered over the summer.**

5. The test may be taken a maximum of **three** times during the above time periods.
6. The dosage calculation test is administered on WebCT in the Assessment Center. (SC 133) At the time of the test, the student must have a WebCT ID/password, picture ID, and a paid receipt.
7. Registration for the Dosage Calculation Test
  - The Dosage Calculation test fee is **non-refundable** even if the dosage test date falls after the program is full.
  - It is the students responsibility to provide the correct and up to date address to the registrar.

**Bridge students** may register for the dosage test at any time during the test dates. Registration will begin July 7. Specific time slots are reserved for the dosage exam. Students must take the exam during those specific test times.

**RN Students who have met the admission criteria and passed the dosage exam for August 2008 admissions will be assigned the first registration time on October 6, 2008.**

- The students who meet the 20 ACT and the 2.5 GPA admission criteria and have completed or updated an application by August 15 will be eligible for **early registration for the dosage calculation test.**
- Groups of 25 students will be selected according to the application date. Each group of 25 students will be allowed to register during a specific one-hour time period and date beginning Oct. 6. There will be enough time for all 25 students to register during their specific time period.
- DO NOT arrive early. NO ONE WILL BE ALLOWED TO REGISTER PRIOR TO THE DATE AND TIME PERIOD ON THE LETTER FROM THE COUNSELOR.
  - A letter from the career/technical counselor will be sent Sept. 3. The letter will include the specific date and time period you will be allowed to register. If you can not register during that time period, you may appoint a substitute to register for you. The substitute will need the "Sharing Student Information Consent" form signed by the student. The "Sharing Student Information Consent" form may be found on the St. Charles Community College Web site under "Forms", or may be picked up at the registration office. The substitute may not register for more than one student ***OR you may register later than your time period.***
  - Contact the career/technical counselor immediately if you have met these requirements but do not receive a letter by Sept. 15.
  - The original letter is **required** for registration during your specific date and time period. Take the original letter from the counselor to the Registration Office during your specific date and time period.
  - The registration office is located on the first floor of the Administration Building
  - After registering for the test, pay at the cashier's office.

- Take the paid receipt and registration form to the Assessment Center (SC 133) to sign up for a specific time slot to take the test.
  - A specific number of time periods will be designated each week for the dosage calculation test beginning Jan. 12, 2009.
  - Students ineligible for early registration may register for the dosage test beginning the second Monday in October (Oct. 13) at 8 a.m.
9. Specific one hour time slots will be designated for the dosage calculation test. Students may sign-up for a time slot that fits his/her schedule. Students should NOT schedule to take the dosage test during a regularly scheduled class time.

**ADN (RN) program:** For entrance into the program in August 2009, the dosage entrance exam will be administered from Jan. 12- May 13, 2009. A passing score during these time periods applies only to August 2009 entrance date.

**Bridge students** may take the dosage entrance exam Aug. 4–Dec. 12, 2008 for entrance into NUR 104 in January, 2009. A passing score during these time periods applies only to January 2009 entrance date.

**Returning and transfer students:** The dosage test must be taken and passed during the semester previous to the start date. The student must have a letter from the career/technical counselor to register for the dosage test.

10. The dosage exam grade will be available on SCC Connection in approximately one week. If a failing score is received, a list of topics failed will be sent to the student within two weeks. The student should prepare for the next test by attending a dosage course and reviewing the book and CD before registering to take the dosage calculation test.
- RN:** If a passing score is received and the student has met all of the admission requirements, a letter from the nursing department will be sent approximately March 15 with further instructions.
- Bridge, returning, and transfer students:** A letter from the counselor will be sent upon admission into the program.

For security purposes the dosage calculation test will NOT be reviewed.

For any other questions about the dosage calculation test, contact Virginia Daugherty @ 636-922-8567.

## **Dosage Calculations Study Guide** **to accompany**

**Calculate with Confidence**, 4th Edition by Deborah Gray Morris

This study guide is intended to direct the learner through the text.

**Chapters 1 through 5** are simply designed to refresh the basic math skills necessary to figure dosages. The problems in these chapters as well as the pretest/posttest should be mastered before you attempt to go on in the text.

**If you are enrolled in the Dosage Calculations Class, you must be proficient in the basic math skills covered in chapters 1-5 prior to attending the first class.**

**Chapters 6 through 9** are important chapters that discuss the systems of measurement used in nursing. You will learn how to convert within each system and how to convert from one system to the other. The problems in these chapters should be completed.

**Chapters 14, 15, and 16** teach how to calculate dosages when given a doctor's order. You need to know how much you have on hand and calculate the amount to administer. The dosage calculations class teaches the Ratio/Proportion Method (Chapter 14), the Formula Method (Chapter 15) and Dimensional Analysis (Chapter 16).

**Chapters 17 and 18** cover calculating oral and parenteral medications. These chapters should be completed.

**Chapter 19** is an important chapter on reconstitution of drugs. You are required to understand reconstitution and be able to mix and calculate dosages using reconstitution.

**Chapter 21 p. 415 - 435** concentrates on Pediatric Medicine. This chapter should be read and understood. Work the problems in Chapter 21 for dosage practice.

**Chapter 22 p. 479 – 495 and p. 510 - 512** teaches how to calculate basic flow rates and infusion times for IV Therapy. This chapter should read completely and the problems completed.

## **Dosage Calculation Weekly Time Periods Assessment Center**

Five computers will be designated for the dosage calculation test per time slot.

One hour is available for each designated time.

Monday	9 a.m.
Tuesday	2:30 p.m.
Wednesday	6 p.m.
Thursday	6 p.m.
Friday	1:30 p.m.