



**SREE BALAJI COLLEGE OF NURSING**  
**DEPARTMENT OF MEDICAL SURGICAL NURSING**  
**VIRTUAL VALUE ADDED COURSE**  
**ADMINISTRATION OF CHEMOTHERAPEUTIC DRUGS**  
**(2020-2021)**

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# REQUISITION LETTER

## REQUISITION LETTER

From,

Date 3-5-2021

Mrs. Girija Bhaskaran  
Department of Medical Surgical Nursing  
Sree Balaji College of Nursing  
Chrompet, Chennai-600044  
Bharath Institute of Higher Education and Research,  
Chennai.

To,

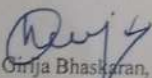
Dr.V.Hemavathy  
The principal  
Sree Balaji college of Nursing  
Bharath Institute of Higher Education and Research,  
Chrompet, Chennai

**Sub: Permission to conduct Value-Added Course: Administration of Chemotherapeutic Drugs**

Dear Sir,

With reference to the subject mentioned above, the department proposes to conduct a value-added course titled: **ADMINISTRATION OF CHEMOTHERAPEUTIC DRUGS** on 17/06/2021. We solicit your kind permission for the same.

Kind Regards,

  
Mrs. Girija Bhaskaran,  
HOD/ Professor

**HEAD OF THE DEPARTMENT  
MEDICAL SURGICAL NURSING  
SREE BALAJI COLLEGE OF NURSING  
7, Works Road, Chromepet,  
Chennai - 600 044.**

## CIRCULAR

Phone & Fax : 2241 6605



### SREE BALAJI COLLEGE OF NURSING

(Recognised By Indian Nursing Council, New Delhi and The Tamilnadu Nurses and Midwives Council )  
(Approved by Govt. of Tamil Nadu and Affiliated to Bharath Institute of Higher Education and Research)

No.7, Works Road, Chromepet, Chennai - 600 044.

#### Circular

Date 10-6-2021

#### **Sub: Organizing Value-added Course:**

With reference to the above mentioned subject, it is to bring to your notice that **Sree Balaji School of Nursing Bharath Institute of Higher Education and Research** is organizing "ADMINISTRATION OF CHEMOTHERAPEUTIC DRUGS". The course content and registration form is enclosed below."

The application must reach the institution along with all the necessary documents as mentioned. The hard copy of the application should be sent to the institution by registered/ speed post only so as to reach on or before 15<sup>th</sup> June 2021. Applications received after the mentioned date shall not be entertained under any circumstances.



  
Principal

Dr. V. HEMAVATHY,  
M.Sc.(N),M.A.,M.Phil.,Ph.D.(N)  
PRINCIPAL  
SREE BALAJI COLLEGE OF NURSING  
No. 7, Works Road, Chromepet,  
Chennai-600 044.

## Course Title: ADMINISTRATION OF CHEMOTHERAPEUTIC DRUGS

### Course Objective

- Anticipates knowledge about chemotherapeutic drugs
- Learn about the regimen of chemotherapeutic drugs
- Able to know the ten rights of drug administration
- Able to implement the nursing care on administering chemotherapeutic drugs

### Course Outcome:

Students will be able to gain knowledge about administration of Chemotherapeutic drugs

### Course Audience: III year B.Sc Nursing

### Course Coordinator: Mrs. Girija Bhaskaran

### Course Faculties with Qualification and Designation:

Mrs. Girija Bhaskaran, HOD/ Professor

### Course Curriculum/Topics with schedule (Min of 30 hours)

Sl. No	Date	Topic	Time	Hours
1.	17-06-2021	Introduction to chemotherapeutic drugs	10.am	3
2.	18-06-2021	Drug regimen and mode of administration	10.am	3
3.	19-06-2021	Ten rights of drug administration	10.am	3
4.	20-06-2021	Role of nurses in administration of chemotherapeutic drugs	10.am	3
5.	21-06-2021	Preparation of patients fir administering chemotherapeutic drugs	10.am	3
6.	24-06-2021	Warning signs and side effects of chemotherapeutic drugs	10.am	3
7.	25-06-2021	Dietary management of patient undergoing chemotherapy	10.am	3
8.	26-06-2021	Health education and home care management of patient undergoing chemotherapy	10.am	3
9.	27-06-2021	Importance of follow up care	10.am	2
10.	28.06.2021	Recording and reporting	10.am	2
11.	01.07.2021	Documentation	10.am	2
			<b>Total Hours</b>	<b>30</b>

## **REFERENCE BOOKS**

1. Alasdair Goran D.T. Etal (1981), Pathology illustrated 4th edition, Longman Singapore Publishers (PTE) LTD.
2. Brunner & Suddharta (1998) Text book of Medical & Surgical Nursing, 8th Edition, Lippincott company, Philadelphia.
3. Joycae Black.M (1998), Medical-surgical Nursing, 5th edition, Harcount Brace &Company Asia PTE LTD.

Date 18/06/2021

From,

Mrs. Girija Bhaskaran  
Department of Medical Surgical Nursing  
SreeBalaji College of nursing  
Chrompet, Chennai-600044  
Bharath Institute of Higher Education and Research,  
Chennai.

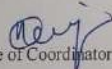
To,  
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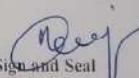
**Sub: Completion of value-added course ADMINISTRATION OF CHEMOTHERAPEUTIC DRUGS**

Dear Madam,

With reference to the subject mentioned above, the department has conducted the value-added course titled **ADMINISTRATION OF CHEMOTHERAPEUTIC DRUGS** on 17/06/2021. We solicit your kind action to send certificates for the participants, that is attached with this letter. Also, I am attaching the photographs captured during the conduct of the course.

Kind Regards

  
Name of Coordinator  
Mrs. Girija Bhaskaran

  
HOD Sign and Seal

**HEAD OF THE DEPARTMENT  
MEDICAL SURGICAL NURSING  
SREE BALAJI COLLEGE OF NURSING  
7, Works Road, Chrompet,  
Chennai - 600 044.**

# CERTIFICATE



**Bharath**  
INSTITUTE OF HIGHER EDUCATION AND RESEARCH  
(Declared as Deemed-to-be-University under section 3 of UGC Act 1956)



SREE BALAJI COLLEGE OF NURSING

VALUE ADDED COURSE ON ADMINISTRATION OF CHEMOTHERAPEUTIC DRUGS

## CERTIFICATE OF PARTICIPATION

This is to certify that Mr / Ms. U15NR041 MONISHA.R has attended value added course on ADMINISTRATION OF CHEMOTHERAPEUTIC DRUGS conducted by Department of Medical Surgical Nursing, at Sree Balaji College of Nursing, Chennai (TN), India, on 17.06.2021.

HEAD OF THE DEPARTMENT  
MEDICAL SURGICAL NURSING  
SREE BALAJI COLLEGE OF NURSING  
7, Works Road, Chromepet,  
Chennai - 600 044.

  
COURSE COORDINATOR  
PRINCIPAL

Dr. V. HEMAVATHY,  
M.Sc.(N), M.A., M.Phil., Ph.D.(N),  
PRINCIPAL  
SREE BALAJI COLLEGE OF NURSING  
No. 7, Works Road, Chromepet,  
Chennai - 600 044.

## Feed back

SREE BALAJI COLLEGE OF NURSING  
STUDENT FEEDBACK FORM FOR VALUE ADDED COURSE  
DEPARTMENT OF MEDICAL SURGICAL NURSING

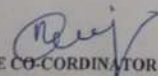
Academic year : 2021  
Name of the value added course offered : Administration of Chemotherapeutic Drugs  
Period of Batch : 2021  
Course - Coordinator : Mrs. Girija Bhaskaran  
Professor

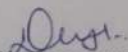
### STUDENT FEEDBACK

Dear Student,

You are required to give your feedback on the following aspects. Please tick in the respective column.

S.No	Criteria	Rating				
		Excellent	Very good	Good	Fair	Satisfactory
1	Course content		✓			
2	Skill development			✓		
3	Motivation		✓			
4	Regularity and punctuality of teacher		✓			
5	Coverage of syllabus		✓			
6	Resource person interaction with students		✓			
7	Individual attention		✓			
8	Outcome		✓			
9	Competency of the course		✓			
10	Other suggestions		/			

  
COURSE CO-CORDINATOR

  
SIGNATURE OF THE STUDENT

HEAD OF THE DEPARTMENT  
MEDICAL SURGICAL NURSING  
SREE BALAJI COLLEGE OF NURSING  
7, Works Road, Chromepet,  
Chennai - 600 044.