



AHRQ Safety Program for Improving Antibiotic Use

Suggested Timeline for Implementation

This timeline is intended to guide facilities that wish to follow the AHRQ Safety Program using a step-by-step approach over 1 year, from developing an antibiotic stewardship program to sustaining the program over time. Facilities may be at different stages in developing their stewardship program; thus, each facility is encouraged to review the timeline and tailor it to meet facility-specific needs.

Date	Presentations and/or Narrated Presentations	Supporting Materials	Activities for the Stewardship Team	Activities for Frontline Providers
Week 1	The Four Moments of Antibiotic Decision Making: An Introduction to Improving Antibiotic Use in Long-Term Care	Commitment Poster Suggested Timeline for Implementation (this document) Gap Analysis The Four Moments of Antibiotic Decision Making Explained	Sign the Commitment Poster and display in a common area	Introduce the idea of antibiotic stewardship, emphasize that the AHRQ Safety Program's focus is to make nursing homes safer for patients



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Week 2	Developing an Antibiotic Stewardship Program	Antibiotic Stewardship Policy Template Four Moments of Antibiotic Decision Making Posters	Gather a motivated Antibiotic Stewardship Team <ul style="list-style-type: none"> At least 3 individuals: infection preventionist, either the medical director or other prescribing clinicians, and pharmacist Schedule your 1st Antibiotic Stewardship Team meeting <ul style="list-style-type: none"> At your 1st meeting, develop a mission statement Brainstorm possible interventions to improve antibiotic use 	Ask frontline providers to sign the Commitment Poster
Week 4	Tracking and Measuring Antibiotic Use Data	Monthly Data Collection Form The Four Moments of Antibiotic Decision Making Explained	Designate 1–2 individuals responsible for collecting and analyzing data using the Monthly Data Collection Form	Introduce the stewardship team to the facility, including its mission statement Introduce the Four Moments of Antibiotic Decision Making Invite interested parties to join the stewardship team Identify a champion to help support activities for frontline providers

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Week 6	Partnering With a Senior Executive	Four Moments of Antibiotic Decision Making Posters Intervention Worksheet Checkpoint Tool	Schedule a meeting with a senior executive To prepare for the meeting <ul style="list-style-type: none"> • Identify a specific issue or concern • Put together current data, goals for the project and reasons you need support • Propose 2–3 possible interventions 	Display the Four Moments of Antibiotic Decision Making Posters in common areas, such as break rooms and work stations
Week 8	Improving Antibiotic Use Is a Patient Safety Issue	Staff Safety Assessment Intervention Worksheet Checkpoint Tool Monthly Data Collection Form	Hold 2 nd Antibiotic Stewardship Team meeting <ul style="list-style-type: none"> • Use the Staff Safety Assessment to identify problems • Discuss problems and identify an intervention • Designate an individual to collect baseline data for the intervention • Use the Checkpoint Tool to keep track of your progress Continue to collect and analyze data using the Monthly Data Collection Form	Ask frontline staff to complete the Staff Safety Assessment

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Week 10	Improving Teamwork and Communication	Four Moments of Antibiotic Decision Making Form Completion Guide for the Four Moments of Antibiotic Decision Making Form DESC Technique Poster	<p>Continue to collect baseline data for your intervention</p> <p>As a team, apply the Four Moments of Antibiotic Decision Making Form to the care of 1 resident for whom there is concern for infection</p>	<p>Continue to collect Staff Safety Assessment from frontline providers</p> <p>Introduce the DESC technique</p>
Week 12	Identifying Targets To Improve Antibiotic Use	Staff Safety Assessment Antibiotic Side Effects One-Pager Four Moments of Antibiotic Decision Making Form Monthly Data Collection Form	<p>Hold 3rd Antibiotic Stewardship Team meeting</p> <ul style="list-style-type: none"> Review baseline data Plan and implement the intervention Train the staff involved on the intervention Share data and plan with the Senior Executive Continue to collect and analyze data using the Monthly Data Collection Form 	<p>Make frontline staff aware of the intervention and how they can help, including providing feedback to the stewardship team</p> <p>Distribute the Antibiotic Side Effects One-Pager to prescribing clinicians and other frontline staff</p>

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Week 14	Changing the System To Improve Antibiotic Safety	Learning From Antibiotic Adverse Events Form Four Moments of Antibiotic Decision Making Form Completion Guide for the Four Moments of Antibiotic Decision Making Form	<p>Each Antibiotic Stewardship Team member should complete a Learning From Antibiotic Adverse Events Form</p> <p>Review the Staff Safety Assessments and identify common problems, themes, or ideas</p> <p>Keep the above materials to help inform your next intervention</p>	<p>Introduce the Four Moments of Antibiotic Decision Making Form. Apply to 5–10 residents each month</p>
Week 16	Appropriate Collection of Microbiological Specimens <i>Appropriate Collection of Microbiological Specimens</i>	Collection of Microbiological Cultures One-Pager Collecting Bacterial Cultures Poster Urine Culture Collection Poster Four Moments of Antibiotic Decision Making Form Monthly Data Collection Form	<p>Hold 4th Antibiotic Stewardship Team meeting</p> <ul style="list-style-type: none"> Review progress of the intervention decided upon by Antibiotic Stewardship Team. Talk to frontline providers. Are changes needed? Are there any unintended consequences? <p>Continue to collect and analyze data using the Monthly Data Collection Form</p>	<p>Share feedback about the intervention with the Antibiotic Stewardship Team</p> <p>Review the Collecting Bacterial Cultures and Urine Culture Collection posters and display them in common areas, such as break rooms and workstations</p> <p>Review sample collection processes for urine at your facility</p> <p>Apply the Four Moments of Antibiotic Decision Making Form to 5–10 residents each month</p>

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Week 20	<p>Assessment of the Resident With a Suspected Urinary Tract Infection</p> <p><i>Assessment of the Resident With a Suspected Urinary Tract Infection</i></p>	<p>Suspected Urinary Tract Infection in Long-Term Care Residents Poster</p> <p>Asymptomatic Bacteriuria One-Pager</p> <p>Four Moments of Antibiotic Decision Making Form</p> <p>Monthly Data Collection Form</p>	<p>Hold 5th Antibiotic Stewardship Team meeting</p> <ul style="list-style-type: none"> Gather data to assess your intervention <p>Review findings from analyzing data from the Monthly Data Collection Form and provide feedback to prescribing clinicians, frontline staff, and leadership</p> <p>Continue to collect and analyze data using the Monthly Data Collection Form</p>	<p>As teams, practice urine collection on a mannequin or watch a video</p> <p>Review the Suspected Urinary Tract Infection in Long-Term Care Residents Poster and display in common areas, such as break rooms and work stations</p> <p>Distribute the Asymptomatic Bacteriuria One-Pager to prescribing clinicians and other frontline staff</p> <p>Apply the Four Moments of Antibiotic Decision Making Form to 5–10 residents each month</p>

Date	Presentations and/or Narrated Presentations	Supporting Materials	Activities for the Stewardship Team	Activities for Frontline Providers
Week 24	<p>Treatment and Management of the Resident With a Suspected Urinary Tract Infection</p> <p><i>Treatment and Management of the Resident With a Suspected Urinary Tract Infection</i></p>	<p>Urinary Tract Infections One-Pager</p> <p>Talking With Residents and Family Members About Urinary Tract Infections Poster</p> <p>Antibiotic Side Effects One-Pager</p> <p>Four Moments of Antibiotic Decision Making Form</p> <p>Monthly Data Collection Form</p> <p>Learning From Antibiotic Adverse Events Form</p>	<p>Hold 6th Antibiotic Stewardship Team meeting</p> <ul style="list-style-type: none"> Analyze the data from the intervention Share the results with frontline staff, the senior executive, and other stakeholders Celebrate results! <p>Continue to collect and analyze data using the Monthly Data Collection Form</p>	<p>Introduce the Learning from Antibiotic Adverse Events Form and encourage staff to use this when a resident was harmed or had the potential to be harmed (“near-miss”) by an antibiotic</p> <p>Review the Talking With Residents and Family Members About Urinary Tract Infections Poster and display in common areas, such as break rooms and work stations</p> <p>Distribute the Urinary Tract Infections One-Pager to prescribing clinicians and other frontline staff</p> <p>Apply the Four Moments of Antibiotic Decision Making Form to 5–10 residents each month</p>

Date	Presentations and/or Narrated Presentations	Supporting Materials	Activities for the Stewardship Team	Activities for Frontline Providers
Week 28	Assessment of the Resident With a Suspected Respiratory Tract Infection	Bacterial Pneumonia One-Pager Respiratory Virus Infections One-Pager COPD Exacerbation One-Pager Four Moments of Antibiotic Decision Making Form Monthly Data Collection Form Staff Safety Assessment Checkpoint Tool	Hold 7 th Antibiotic Stewardship Team meeting <ul style="list-style-type: none"> • Use the Staff Safety Assessment and Learning From Antibiotic Adverse Events forms (from weeks 8 and 14) to identify problems • Discuss problems and identify another area to improve with an intervention • Designate an individual to collect baseline data for the intervention • Notify the Senior Executive of your plans • Use the Checkpoint Tool to keep track of your progress Continue to collect and analyze data using the Monthly Data Collection Form	Ask frontline staff to complete the Staff Safety Assessment Distribute the Respiratory Virus Infection and COPD Exacerbation One-Pagers to prescribing clinicians and other frontline staff Apply the Four Moments of Antibiotic Decision Making Review Form to 5–10 residents each month

Date	Presentations and/or Narrated Presentations	Supporting Materials	Activities for the Stewardship Team	Activities for Frontline Providers
Week 32	<p>Treatment and Management of the Resident With a Suspected Respiratory Tract Infection</p> <p><i>Treatment and Management of the Resident With a Suspected Respiratory Tract Infection</i></p>	<p>Talking With Residents and Family Members About Lower Respiratory Tract Infections Poster</p> <p>Bacterial Pneumonia One-Pager</p> <p>Aspiration Pneumonia One-Pager</p> <p>Approach to Patients With Reported Penicillin Allergy Tool</p> <p>Four Moments of Antibiotic Decision Making Form</p> <p>Monthly Data Collection Form</p>	<p>Hold 8th Antibiotic Stewardship Team meeting</p> <ul style="list-style-type: none"> • Review baseline data • Plan and implement the intervention • Train the staff involved on the intervention • Share data and plan with the Senior Executive • Ask the Senior Executive for support if needed <p>Present findings from analyzing data from the Monthly Data Collection Form</p> <p>Continue to collect and analyze data using the Monthly Data Collection Form</p>	<p>Review the Talking With Residents and Family Members About Lower Respiratory Tract Infections poster and display it in common areas, such as break rooms and work stations</p> <p>Distribute the Bacterial Pneumonia and Aspiration Pneumonia One-Pagers to prescribing clinicians and other frontline staff</p> <p>Apply the Four Moments of Antibiotic Decision Making Form to 5–10 residents each month</p>

Date	Presentations and/or Narrated Presentations	Supporting Materials	Activities for the Stewardship Team	Activities for Frontline Providers
Week 36	<i>Assessment of the Resident With a Suspected Skin or Soft Tissue Infection</i>	Management of Skin and Soft Tissue Infections Card Skin and Soft Tissue Infections in Nursing Home Residents Card Cellulitis One-Pager Four Moments of Antibiotic Decision Making Form Monthly Data Collection Form	Hold 9 th Antibiotic Stewardship Team meeting <ul style="list-style-type: none"> Review progress of the intervention decided upon by Antibiotic Stewardship Team. Talk to frontline providers. Are changes needed? Are there any unintended consequences? Continue to collect and analyze data using the Monthly Data Collection Form	Share feedback about the intervention with the Antibiotic Stewardship Team Distribute and review the Management of Skin and Soft Tissue Infections in Nursing Home Residents Card Distribute the Cellulitis One-Pager to prescribing clinicians and other frontline staff Apply the Four Moments of Antibiotic Decision Making Form to 5–10 residents each month

Date	Presentations and/or Narrated Presentations	Supporting Materials	Activities for the Stewardship Team	Activities for Frontline Providers
Week 40	<i>Approaching the Resident With a Penicillin Allergy</i>	Approach to Patients With Reported Penicillin Allergy Tool Management of Clostridioides difficile Infection (CDI) One-Pager Four Moments of Antibiotic Decision Making Form Monthly Data Collection Form	Hold 10th Antibiotic Stewardship Team meeting <ul style="list-style-type: none"> Gather data to assess your intervention Review findings from analyzing data from the Monthly Data Collection Form and provide feedback to prescribing clinicians, frontline staff, and leadership Continue to collect and analyze data using the Monthly Data Collection Form	Encourage prescribing clinicians and other frontline staff to watch the narrated presentation <i>Approaching the Resident With a Penicillin Allergy</i> Distribute the Approach to Patients With Reported Penicillin Allergy Tool and the Management of Clostridioides difficile Infection One-Pager to prescribing clinicians and other frontline staff Apply the Four Moments of Antibiotic Decision Making Form to 5–10 residents each month
Week 44	Discussing Infectious Concerns About Residents With Antibiotic Prescribers <i>Discussing Infectious Concerns About Residents With Antibiotic Prescribers</i>	Four Questions To Ask Your Doctor or Nurse About Antibiotics Poster Four Moments of Antibiotic Decision Making Form Monthly Data Collection Form	Hold 11th Antibiotic Stewardship Team meeting <ul style="list-style-type: none"> Continue to gather data from the intervention Continue to collect and analyze data using the Monthly Data Collection Form	Distribute and review the Delirium cards Display the Four Questions To Ask Your Doctor or Nurse About Antibiotics Poster in common areas, such as the dining room or recreation area Apply the Four Moments of Antibiotic Decision Making Form to 5–10 residents each month

Date	Presentations and/or Narrated Presentations	Supporting Materials	Activities for the Stewardship Team	Activities for Frontline Providers
Week 48	<p>Discussing Infectious Concerns About Residents With Family Members and Caregivers</p> <p><i>Discussing Infectious Concerns About Residents With Family Members and Caregivers</i></p>	<p>Talking With Residents and Family Members About Antibiotics Poster</p> <p>DESC Technique Poster</p> <p>Identifying Delirium Pocket Card (4x6 and 8½ x11)</p> <p>Four Moments of Antibiotic Decision Making Form</p> <p>Monthly Data Collection Form</p>	<p>Hold 12th Antibiotic Stewardship Team meeting</p> <ul style="list-style-type: none"> Analyze the data from the intervention Share the results with frontline staff, the senior executive, other stakeholders Celebrate results! <p>Continue to collect and analyze data using the Monthly Data Collection Form</p>	<p>Review the Talking With Residents and Family Members About Antibiotics Poster and display in common areas, such as break rooms and workstations</p> <p>Review the DESC Technique Poster and display in common areas, such as break rooms and workstations</p> <p>Apply the Four Moments of Antibiotic Decision Making Form to 5–10 residents each month</p>

Date	Presentations and/or Narrated Presentations	Supporting Materials	Activities for the Stewardship Team	Activities for Frontline Providers
Week 52	Sustaining Your Antibiotic Stewardship Program	Guide to Sustainability Planning Antibiotic Stewardship Policy Template Syndrome-Specific One-Pagers Clostridioides difficile Infection Asymptomatic Bacteriuria Urinary Tract Infections Respiratory Virus Infections Aspiration Pneumonia COPD Exacerbation Bacterial Pneumonia Influenza Cellulitis Four Moments of Antibiotic Decision Making Form Monthly Data Collection Form	Hold 13 th Antibiotic Stewardship Team meeting <ul style="list-style-type: none"> • Celebrate 1 year with your Antibiotic Stewardship Team • Do an annual assessment of the analyzed data from the Monthly Data Collection Form • Use the Staff Safety Assessments and Learning From Adverse Antibiotic Events Forms to identify problems • Discuss problems and identify another area to improve with an intervention • Designate an individual to collect baseline data for the intervention • Notify the Senior Executive of your plans • Use the Checkpoint Tool to keep track of your progress Continue to collect and analyze data using the Monthly Data Collection Form	Ask frontline staff to complete the Staff Safety Assessment Apply the Four Moments of Antibiotic Decision Making Form to 5-10 residents each month

Sustaining Your Program

Activities & Frequency	Supporting Materials & Frequency of Use
<ul style="list-style-type: none"> • Hold Antibiotic Stewardship Team meetings. <i>Monthly</i> • Review antibiotic use data and provide feedback to prescribing clinicians, frontline staff, and leadership. <i>Quarterly to semi-annually</i> • Share results with your Senior Executive, other leadership and frontline staff. <i>Semi-annually</i> • Develop, implement, and assess an intervention. <i>Semi-annually</i> • Feature Antibiotic Stewardship Team and results at a Resident & Family council meeting. <i>Annually</i> • Use the tools you have learned to improve patient safety by improving antibiotic use • Celebrate your successes! <i>As often as possible</i> 	<ul style="list-style-type: none"> • Four Moments of Antibiotic Stewardship Decision Making Form. <i>Complete 5–10 per month</i> • Monthly Data Collection Form. <i>Monthly</i> • Learning From Antibiotic Adverse Events Form. <i>Discuss quarterly. Consider involving leadership and administration</i> • Staff Safety Assessment Form. <i>Semi-annually</i> • Checkpoint Tool and Intervention Worksheet. <i>Semi-annually</i> • Commitment Poster. <i>Renew annually</i> • Gap Analysis. <i>Complete annually</i> • Review and distribute materials about discussing concerns about infections and about appropriate collection of microbiological specimens. <i>Annually</i>

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