



Nursing Home Antimicrobial Stewardship Guide Implement, Monitor, & Sustain a Program

Toolkit 1. Start an Antimicrobial Stewardship Program

Tool 5. Draft Policies and Procedures for the Antimicrobial Stewardship Program

This tool includes a draft policy and a draft set of procedures. As needed, the antimicrobial stewardship program team should request the nursing home's management or corporate office to help develop, review, edit, and approve all policies and procedures.

The policy should include the following information and should be provided to staff prior to a new intervention:

1. A statement of the nursing home's commitment to quality care
2. A statement of the purpose and scope of the program, including what the antimicrobial stewardship program plans to accomplish
3. A description of the program and its goals
4. The date the new program will begin
5. A list of who will participate in the new program

A set of procedures should be developed and communicated before each intervention toolkit is introduced. New procedures should include the following information:

1. The goal(s) of the intervention
2. What tools will be used
3. The date on which the procedures were issued or revised
4. How the intervention will be implemented
5. Identification of the staff responsible for the intervention
6. Required documentation signed by nursing home management authorized to approve the intervention
7. If applicable, a description of how information about the intervention will be communicated to prescribing clinicians and/or other facilities such as hospitals



8. A description of how and when training for nursing staff and, if applicable, prescribing clinicians, will be conducted
9. A description of what quality monitoring will include (see Monitor and Sustain Stewardship toolkit)

Sample Policy Letter

TO: [Relevant staff]

FROM: [Antimicrobial stewardship program team]

RE: [Name of antimicrobial stewardship program intervention]

DATE: [Date]

Antibiotics are among the most commonly prescribed pharmaceuticals in long-term care settings, yet reports indicate that a high proportion of antibiotic prescriptions are unnecessary. The adverse consequences of unnecessary antibiotic use include adverse drug reactions or interactions, the development of *Clostridium difficile* infections, the emergence of multi-drug resistant organisms, antibiotic failure, increased mortality, and greatly increased costs. The Centers for Disease Control and Prevention characterizes antibiotic resistance as “one of the world’s most pressing public health threats.” Unnecessary prescribing practices by clinicians and overuse of newer, broad-spectrum antibiotics when either no antibiotic or an older narrow-spectrum drug would suffice are believed to be the primary contributors to this problem. As a result of the above complexities, nursing homes are increasingly recognized as reservoirs of antibiotic-resistant bacteria.

To address these issues, [Name of nursing home] has developed an antimicrobial stewardship program that will [briefly describe goal of selected intervention]. Antimicrobial stewardship is the act of using antibiotics appropriately—that is, using them only when truly needed and using the right antibiotic for each infection. This program includes tools, policies, and procedures that aim to guide nursing home staff toward more responsible and effective use of antibiotics. To achieve our goal, [Name of nursing home] will be [briefly describe specific activities the home will undertake].

This effort, to be implemented beginning [DATE], is crucial to improving outcomes for our residents and the nursing home as a whole. Your participation will be essential.

[NAME AND TITLE OF AUTHORIZING OFFICER]

[DATE]

Sample Procedure Letter

TO: [Relevant staff]

FROM: [antimicrobial stewardship program team]

RE: [Name of antimicrobial stewardship program intervention]

DATE: [Date]

Purpose and Scope

This procedure covers the use of [name of form or tool] at [nursing home name]. Antibiotics are among the most commonly prescribed drugs in long-term care settings, yet reports indicate that a high proportion of antibiotic prescriptions are unnecessary. The use of this procedure can help reduce unnecessary prescribing and lead to fewer antibiotic failures and/or adverse events. The procedures that will be put into place are described below. Questions can be directed to the antimicrobial stewardship program team at [provide contact information].

Responsibility for Implementing the Procedure

[Identify who will implement the procedure]

Procedures

[Add details specific to nursing home]

Documentation

[List and attach any documents that will be used, including clinical guidelines, tools, training materials, and monitoring/tracking documents.]

Records

[List any records that will be kept in conjunction with the program (for example, the infection control log).]

[NAME AND TITLE OF AUTHORIZING OFFICER]

[DATE]

Sample Policy for Medical Record Referral Form

Nurses completely fill out the Medical Record Referral Form. Use in all situations when a resident has a new problem and infection may be suspected, and is being referred to a medical care provider, including transfer to an emergency department or hospital.

Procedure

Patients suspected of having an infection are assessed and referred to a prescribing clinician or, as necessary to the emergency department or hospital. The form should be used to collect and convey information.

The form is used on an as needed basis any time an infection is suspected, regardless of type of infection.

The purpose of this policy is optimize antibiotic use in nursing homes and reduce unnecessary use of laboratory tests and antibiotics.

The form should be provided to the prescribing clinician and/or emergency department or hospital as appropriate.