Toolkit 1. Working With a Lab To Improve Antibiotic Prescribing

Tool 6. Distribution Planning for an Antiibiogram

A written plan for how the nursing home will distribute the antiibiogram is very helpful. As staff members change, the written plan ensures that the antiibiogram can still be properly prepared and distributed.

1. Establish procedures to provide the antiibiogram as needed and include these in the written plan.
   - **Nursing home prescribing clinicians**: If a resident is suspected of having an infection, the nurse should provide the clinician with a copy of the antiibiogram and/or the cautionary statement about antibiotic resistance trends (see tool 4) together with any other information about that resident. For phone notifications regarding a suspected infection, the nurse should fax a copy of the antiibiogram to the clinician. If the nursing home has a secure website that clinicians can use, put a copy of the antiibiogram on the website. If clinicians visit the nursing home regularly, post a copy in a central location.
   - **Transfer to an emergency room**: Provide the antiibiogram along with the transfer information.
   - **Non-urgent hospital transfers**: Provide a copy of the antiibiogram with transfer paperwork when a resident goes to a hospital.

2. Choose a format for distributing the antiibiogram for each type of clinician or situation.
   For each provider and procedure, select an appropriate format. For example, when attaching the antiibiogram to transfer paperwork, a paper copy may be best. If the antiibiogram is faxed to clinicians, a fax-ready format will be needed. When distributing the annual updated antiibiogram to prescribing clinicians for reference purposes, emailing an electronic version may be best. If the nursing home has a Web site, consider posting a copy there.

3. Make sure the procedures fit into the workflow of the nursing home.
   Consider the workflow and make sure copies of the antiibiogram are readily available where they are needed. For example, near the fax machine or the infection log. Include instructions about using the antiibiogram in the protocols and procedures for workflow. For example, include information about the antiibiogram in instructions related to communication with physicians about residents with suspected infections.
4. Include the antibiogram in staff and clinician training.
Include information about the antibiogram in training at the nursing home for:

- Antimicrobial stewardship policies and procedures
- Procedures for residents suspected of having an infection
- Procedures for transferring a resident to another care facility or hospital
- New staff orientation and training
- Clinician presentations on nursing home policies, procedures