

# Comprehensive Antibigram Toolkit: Phase 1 Checklist for Discussion With Local Hospitals and Providers Including Emergency Departments

This checklist is designed to help initiate a discussion with staff at your local hospital and Emergency Department about the nursing home's interest and plans to develop an antibiogram. Collaboration with the local hospital and Emergency Department will inform them of the program and identify the most effective way of delivering the antibiogram to them. First, identify the appropriate contacts at local hospitals to which you transfer a significant number of residents. Although most of these residents will go to the Emergency Department, it is reasonable to reach out also to hospital staff involved in microbiology, infection control, and infectious diseases. Next, draft an email and/or plan an introductory telephone call; be prepared with the information listed in the checklist.

Identify Appropriate Contacts	Contacted
Your facility's usual hospital contact in care coordination/hospital administration.	
Name _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Telephone Number _____	
Email Address _____	
Emergency Department contact, such as the chief/director of emergency medicine.	
Name _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Telephone Number _____	
Email Address _____	
<b>Beneficial Contacts</b>	
Clinical laboratory director (microbiology).	
Name _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Telephone Number _____	
Email Address _____	
Hospital infection-control contact, such as the hospital epidemiologist or infection preventionist. This department is often involved in developing antibiograms for the hospital.	
Name _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Telephone Number _____	
Email Address _____	
Infectious diseases physician contact. These physicians treat patients with infectious diseases and may have important clinical input regarding use of the antibiograms.	
Name _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Telephone Number _____	
Email Address _____	



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<b>Introductory Email</b>	Explain that your nursing home will be generating an antibiogram.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Express your interest in sharing the antibiogram with the hospital, as many of your residents are transferred there.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Suggest a conference call to discuss details, although agreement may be reached by email.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Forward the introductory email to the above contacts.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Operational Details for Conference Call</b>	Provide the hospital with a copy of your antibiogram prior to the conference call.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Explain how you plan to transfer the antibiogram with residents (e.g., paper copy stapled to transfer sheets).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Suggest that the hospital distribute a copy of the antibiogram to frontline clinicians (Emergency Department physicians, hospitalists, infectious disease specialists).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Ask if the hospital will post a copy of the antibiogram with other similar clinical information (e.g., Intranet, emergency department's secretary's desk, etc.).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Consider asking for a copy of the hospital's antibiogram. If you receive a large volume of patients from this hospital, this information will be of use to nursing home clinicians.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Communication/ Feedback</b>	Maintain open lines of communication for feedback and quality improvement.	<input type="checkbox"/> Ongoing	