# Tool 6. Distribution Planning for an Antibiogram

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

## 1. Establish procedures to provide the antibiogram 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 antibiogram 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 antibiogram to the clinician. If the nursing home has a secure website that clinicians can use, put a copy of the antibiogram on the website. If clinicians visit the nursing home regularly, post a copy in a central location.
* **Transfer to an emergency room**: Provide the antibiogram along with the transfer information.
* **Non-urgent hospital transfers**: Provide a copy of the antibiogram with transfer paperwork when a resident goes to a hospital.

## 2. Choose a format for distributing the antibiogram for each type of clinician or situation.

For each provider and procedure, select an appropriate format. For example, when attaching the antibiogram to transfer paperwork, a paper copy may be best. If the antibiogram is faxed to clinicians, a fax-ready format will be needed. When distributing the annual updated antibiogram 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 antibiogram are readily available where they are needed. For example, near the fax machine or the infection log. Include instructions about using the antibiogram in the protocols and procedures for workflow. For example, include information about the antibiogram 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