Instructions for Completing Antibiotic Tracking Template

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Month	Total Patient Days	New Start of Antibiotics	Days of Therapy	En	Respiratory	Skin/Soft Tissue	ō	Other	Criteria Met	Culture	48 Stop-Culture Review	Recommendations Made	Antibiotic Discontinued	Antibiotic Added	Antibiotic Changed
January															
February															
March															
April															
May															
June															

1. Total Patient Days: Document the total number of patients in your facility each day for an entire month. If there are multiple units, add each unit census together to get the total.

Example: Unit A 220

Unit B 111

Unit C 197

Total 528 This is the total for each unit for the Month. This should be entered

into column "B" for the appropriate month.

2. New Start of Antibiotic: Document the total number of patients who started a new antibiotic during the month. If there are multiple units, add each unit census together to get the total.

Example: Unit A 5

Unit B 10

Unit C 1

Total 16 This is the total for each unit for the Month. This is column "C."

- 3. Days of Therapy: Document the total number of antibiotic days of therapy. This is calculated by counting each antibiotic that each resident/patient is prescribed. Example: A 7-day course of amoxicillin (one antibiotic) equals 7 antibiotic days. If a resident/patient is prescribed a 7-day course of ceftriaxone plus azithromycin (two antibiotics) then that course equals 14 antibiotic days. This information is in column "J" of the daily tracking tab.
- 4. Diagnosis UTI, Respiratory, Skin, GI, Other: Document the total of each one of these diagnoses for each month.
- 5. Criteria Met: Should the facility have guidelines/criteria established for one of these specific diagnosis (UTI, Respiratory, Skin, GI, Other), document the total number indicating criteria was met. Example: If 5 patients have a diagnosis of UTI and only 3 met the criteria, then document 3 in this section. Total the number of "YES" entries in column "S" for the month.
- 6. Culture: Document the number of patients who had a culture complete. This information is in column "K" and should include both positive and negative cultures.
- 7. 48-Hour Stop/Time Out-Culture Review: Document the number of patients who had a 48-hour stop/timeout review following the culture. This is where you look at the culture report and make any necessary recommendations.
- 8. If any recommendations were made, document the total number of each dose change, number discontinued, and the number of additional antibiotics added. In column "L," you would document "YES."

As numbers are entered onto the spreadsheet, the below section will automatically calculate percentages.

Days of Therapy per 1000 Patient Days	New Starts per 1000 Patient Days	Criteria Met per New Start	Cultures Reviewed per Total Culture	Antibiotic Changed per Recommendation	Antibiotic Discontinued per Culture Review	Dose Changed per Culture Review
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