Instructions for Completing Antibiotic Tracking Template

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.