Supplementary data

Report on the activities of the antibiotic management team (AMT) in 2007

1. **Composition of the AMT**

Members of the AMT (name + medical specialty)

Antibiotic policy deputy:

Other members:

Join the minutes of the meetings of the AMT in 2007, including the list of attendees for each meeting.
2. **Strategic vision**

Does the AMT define long-term (over several years) objectives, activities and expected results?
- O YES, EXPLICITLY IN A LONG-TERM PLAN
- O YES, BUT NOT EXPLICITLY IN A LONG-TERM PLAN
- O NO

Does the AMT define objectives, activities and expected results for the next year?
- O YES, EXPLICITLY IN A YEAR PLAN
- O YES, BUT NOT EXPLICITLY IN A YEAR PLAN
- O NO

Are the activities and results of the AMT evaluated?
- O YES, AT THE END OF THE YEAR ALL ACTIVITIES OF THAT YEAR ARE EVALUATED
- O YES, DURING THE YEAR THE DIFFERENT ACTIVITIES ARE EVALUATED SEPARATELY UPON COMPLETION
- O NO
3. **Communication and interaction with healthcare workers (HCWs) and other committees and official bodies in the hospital**

How is information spread from the AMT to HCWs and other committees and official bodies in the hospital?
- Booklets (e.g. formulary and guidelines)
- Intranet
- Hospital publication
- (News)letters
- E-mail
- Training or education of HCWs
- Multidisciplinary patient rounds
- Multidisciplinary medical staff meetings
- Consult and advice (by phone)
- Face to face conversations
- Ad hoc participation of HCWs and representatives of committees and official bodies in the meetings of the AMT

What are the modes of face to face communication and interaction with HCWs?
- Training or education of HCWs
- Multidisciplinary patient rounds
- Multidisciplinary medical staff meetings
- Consult and advice (by phone)
- Face to face conversations
- Ad hoc participation of HCWs in the meetings of the AMT
- Ad hoc participation of a member of the AMT in medical staff meetings

What are the modes of communication and interaction with other committees and official bodies in the hospital?

- **Therapeutics committee**
  - Participation of a representative of the therapeutics committee in the meetings of the AMT
  - The minutes of the meetings of the AMT are sent to the therapeutics committee
  - The annual rapport on the activities of the AMT are sent to the therapeutics committee

- **Infection control team**
  - Participation of the infection control physician(s) in the meetings of the AMT
  - The minutes of the meetings of the AMT are sent to the infection control team
  - The annual rapport on the activities of the AMT are sent to the infection control team
• **Infection control committee**
  - Participation of a representative of the infection control committee (with the exception of the infection control physician(s) or nurse(s)) in the meetings of the AMT
  - The minutes of the meetings of the AMT are sent to the infection control committee
  - The annual rapport on the activities of the AMT are sent to the infection control committee

• **Medical director**
  - Participation of the medical director in the meetings of the AMT
  - The minutes of the meetings of the AMT are sent to the medical director
  - The annual rapport on the activities of the AMT are sent to the medical director

• **Nursing director**
  - Participation of the nursing director in the meetings of the AMT
  - The minutes of the meetings of the AMT are sent to the nursing director
  - The annual rapport on the activities of the AMT are sent to the nursing director

• **Senior management**
  - Participation of a representative of the senior management in the meetings of the AMT
  - The minutes of the meetings of the AMT are sent to the senior management
  - The annual rapport on the activities of the AMT are sent to the senior management

• **Medical council**
  - Participation of a representative of the medical council in the meetings of the AMT
  - The minutes of the meetings of the AMT are sent to the medical council
  - The annual rapport on the activities of the AMT are sent to the medical council
4. **Quality indicators**

- Antibiotic formulary and guidelines

Is the antibiotic formulary revised on a regular basis?
  - O YES, AT LEAST ONCE A YEAR
  - O YES, BUT NOT EACH YEAR
  - O NO
  - O THERE IS NO ANTIBIOTIC FORMULARY

How is the antibiotic formulary published or distributed?

Are the guidelines on empiric and documented antimicrobial therapy revised on a regular basis?
  - O YES, AT LEAST ONCE A YEAR
  - O YES, BUT NOT EACH YEAR
  - O NO
  - O THESE GUIDELINES DO NOT EXIST

Are the guidelines on surgical antimicrobial prophylaxis revised on a regular basis?
  - O YES, AT LEAST ONCE A YEAR
  - O YES, BUT NOT EACH YEAR
  - O NO
  - O THESE GUIDELINES DO NOT EXIST

How are the guidelines published or distributed?


• Guidance for antibiotic prescribers

Can HCWs get advice from the AMT at each moment of the day?
  O YES
  O NO

Do you have a separate prescription form for antimicrobials?
  O YES
  O NO

Do you have a list of ‘restricted’ antimicrobials, i.e. antimicrobials that are only delivered by the pharmacy if their use is properly motivated?
  O YES
  O NO

Which antimicrobials are on this list?

How is this policy on ‘restricted’ antimicrobials’ implemented?

Does a member of the AMT review antibiotic therapy for appropriateness on a regular basis, providing feedback and advice to the prescriber when necessary?
  O YES, SYSTEMATICALLY
  O YES, BUT NOT SYSTEMATICALLY (e.g. only for certain patient groups, certain infections, on certain wards, …)
  O NO

How is this review for appropriateness of antibiotic therapy implemented?

Do you use an automatic stop order for antimicrobials, i.e. deliverance of antimicrobials is automatically stopped by the pharmacy after a certain number of days?
  O YES, SYSTEMATICALLY
  O YES, BUT NOT SYSTEMATICALLY (e.g. only for certain patient groups, certain infections, on certain wards, …)
  O NO

How is this automatic stop order for antimicrobials implemented?
Is there a revision of antibiotic therapy after a few days based on microbiological results and clinical evolution of the patient?
  O YES, SYSTEMATICALLY
  O YES, BUT NOT SYSTEMATICALLY (e.g. only for certain patient groups, certain infections, on certain wards, …)
  O NO

How is this revision of antibiotic therapy after a few days implemented?

Do you promote sequential therapy (switch IV to PO) for antimicrobials?
  O YES
  O NO

How is sequential therapy for antimicrobials promoted?
• Monitoring and analysis of antimicrobial consumption

How frequently are consumption data analyzed by the AMT?

Do you provide feedback on consumption data to prescribers?
  O YES, SYSTEMATICALLY
  O YES, BUT NOT SYSTEMATICALLY (e.g. only for certain patient groups, certain infections, on certain wards, …)
  O NO

Which units do you use for analysis of consumption data (DDD, DDA, cost, units, …)?

Do you analyze consumption data of certain medical wards separately? If so, for which medical wards? (e.g. hematology, oncology, intensive care, …)

Do you analyze consumption data of certain antimicrobials separately? If so, for which antimicrobials?
• Monitoring and analysis of microbial resistance data

How frequently are resistance data analyzed by the AMT?

Do you provide feedback on resistance data to prescribers?
O YES, SYSTEMATICALLY
O YES, BUT NOT SYSTEMATICALLY (e.g. only for certain patient groups, certain infections, on certain wards, …)
O NO

Do you analyze resistance data of certain medical wards separately? If so, for which medical wards? (e.g. hematology, oncology, intensive care, …)
5. **Activities and initiatives**

Provide an overview of the activities and initiatives of the AMT in 2007, with a short description of the activity and its impact or results (quantitatively if possible).

- **Training and education of HCWs**

- **Audit: evaluation of compliance with or adherence to guidelines and/or the appropriate use of antimicrobials**

  Description of audit 1:

  Results/impact:

  Description of audit 2:

  Results/impact:

- **Other activities and initiatives**

  Description of project 1:

  Results/impact:

  Description of project 2:

  Results/impact: