[Facility Logo]

**FROM:** [Executive Director, Medical Director, Director of Nursing, etc.]

**DATE:** [Date]

**RE:** Antimicrobial Stewardship Program

Antibiotics are among the most commonly prescribed medications within long-term care facilities. However, misuse of antibiotics can lead to undesirable outcomes including emergence of multidrug resistant pathogens, development of *Clostridium difficile* infections, adverse drug reactions, increased mortality, and higher costs.

As part of the continuing commitment to provide high quality care to all our residents, the leadership team of [facility name] has created an Antibiotic Stewardship Program (ASP). This program will promote appropriate use of antibiotics in our facility. The overall goal of ASP is to prevent undesirable outcomes related to antibiotic misuse by optimizing the selection of drug, dose, route, and duration of therapy. Antibiotic use protocols and systems to monitor antibiotic use will be implemented to achieve ASP goals.

The ASP will be a part of the facility’s Infection Prevention and Control Program. Infection preventionist will play a central role and the key leaders accountable for the program include [Medical Director, Director of Nursing, Consultant Pharmacist, etc.]. This multidisciplinary team will regularly review appropriateness of antibiotic courses and make recommendations for adjustment in practice where necessary, establish new or revise existing protocols relevant to appropriate antibiotic prescribing, monitor and report patterns of antibiotic use and resistance; and provide education on responsible use of antibiotics.

The success of this initiative requires the full participation and support of those who prescribe, prepare, administer, and receive antimicrobial therapy. The facility will provide adequate staffing and resources to support the functions and goals of the ASP. ASP team will engage prescribing providers, staff, residents, and residents’ families to ensure that antibiotic use protocols can be implemented smoothly. Facility leadership is confident that with the help of frontline staff, support of prescribing providers, understanding of resident and families, and guidance of ASP team, we will improve quality of care and minimize untoward consequences of antibiotic therapy.