<Date>

Dear medical officer,

**Re: Introduction of 5x5 Antimicrobial Audit**

The 5x5 Antimicrobial Audit is an initiative of the Clinical Excellence Commission (CEC) that aims to improve communication and selection of empirical antimicrobial therapy among clinical teams. The audit questions focus on whether an indication for empirical antimicrobial therapy has been documented, and if the choice of agent is concordant with either local or national antimicrobial prescribing guidelines.

The audit tool and its supporting components have been developed by the CEC, based on the work of the Scottish Antimicrobial Prescribing Group. It was pilot tested in NSW health facilities in 2014-15, and an improvement in documentation of an indication and selection of antimicrobials according to guidelines was found. The audit will begin to be used in *<Your Facility>* from *<date>.* This is with the support of *<Name (Title) of relevant executive sponsors/ supporters e.g. LHD Chief Executive, Director of Clinical Governance, Director of Medical Services, Head of Department>.*

The audit design involves a combination of both data collection and intervention, whereby trained auditors may be prompted to contact a medical team in clinically appropriate scenarios. This contact will usually be initiated to:

* Clarify the indication for antimicrobial therapy (where not clearly documented in the notes, chart or electronic medical record)

AND/OR

* Recommend guideline concordant antimicrobial therapy (where no reason has been provided for diverging from the prescribing guidelines)

AND/OR

* Discuss some other aspect of patient care, outside the scope of the audit.

The primary aim of the audit is to capture proportional results for two antimicrobial prescribing indicators:

1. Documentation of an indication
2. Concordance with guidelines (OR non-concordance with a documented reason).

Prescribers will receive regular feedback of results at a unit level, via *<e.g. ward and clinician meetings, bulletin board posters and email>*. Results will also be reported to *<relevant committees or reporting lines>.*

If you have further questions or concerns about the 5x5 Antimicrobial Audit, please contact *<name and contact details of audit coordinator>*.

Kind regards,

<Name of facility manager or executive sponsor>