Template Memo

**Improving antibiotic prescribing for surgical prophylaxis to decrease surgical site infection rates**

This is a template memo that can be used to inform your facility/Local Health District/Specialty Health Network about:

* Newly written or updated guidelines for surgical antibiotic prophylaxis
* Reporting of local performance of prescribing for surgical antibiotic prophylaxis
* The commencement of an audit on surgical antibiotic prophylaxis

Consider who in your facility/Local Health District/Specialty Health Network this correspondence would have the most impact coming from. Ideally it should be someone with authority and credibility with the target audience. Obtaining endorsement from the Hospital’s General Manager, or Heads of Departments that are key stakeholders, may also make this memo more compelling to the target audience.

Memo

*<Insert facility/Local Health District/Specialty Health Network letterhead>*

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| **TO:** | Members of the Department of SurgeryMembers of the Department of Anaesthetics  |
| **CC:** | Director of Medical ServicesDepartment of Infectious Diseases and MicrobiologyDepartment of Pharmacy |
| **FROM:** | Clinical Director, Division of Surgery & AnaestheticsDirector of Infectious Diseases |
| **TEL:** | [phone number] | **DATE:**  | 13 September 2018 |
| **SUBJECT:** | **Improving antibiotic prescribing for surgical prophylaxis to decrease surgical site infection rates** |

The Department of Surgery, Department of Anaesthetics and the Antimicrobial Stewardship team are partnering to improve antibiotic prescribing for surgical prophylaxis to support patient safety and outcomes. Regular auditing *<insert interval, if known>* will be performed to investigate opportunities to improve prescribing and target education. Feedback will also be provided to prescribers.

Surgical prophylaxis is the most common indication for antibiotic prescriptions in Australian Hospitals and the most inappropriately prescribed (Hospital National Antibiotic Prescribing Survey, 2015). In our facility, *<baseline data>* percent of antibiotic prescriptions for surgical prophylaxis were inappropriate due to *<prolonged duration, incorrect dose, wrong administration time or the procedure not requiring antimicrobials for prophylaxis>.*

*<Facility name or Local Health District/Specialty Health Network>* has *<locally developed guidelines/endorses the Therapeutic Guidelines>* to guide surgical antibiotic prophylaxis prescribing. These guidelines are available from *<link>.*

Monitoring surgical antibiotic prophylaxis is also an accreditation requirement of the National Safety and Quality Health Service (NSQHS) Standards. If surgical antibiotic prophylaxis is determined to be an area requiring focus and improvement in a facility, evidence of action taken in response to issues identified from monitoring must be demonstrated to successfully meet the NSQHS Standards.

Should you have any enquiries, please contact *<name and contact details of audit coordinator>*

Yours sincerely

*<Name>*

*<Position>*