**Step 1** Print off your Antimicrobial Stewardship Program (ASP) Summary Report (third tab of ASP tool template) and share with your ASP team.

**Step 2** As a team, denote the categories that are below 70 percent.

**Step 3** Of those identified categories below 70 percent, review aspects in ASP TAP Template tab which are Centers for Disease Control and Prevention (CDC) core elements or required by The Joint Commission (TJC) as of 2017.

**Step 4** Review those aspects which have been determined to be implemented only on certain units or just starting. Consider expanding the units or continue to focus on the implementation.

**Step 5** ASP team brainstorms possible solutions or interventions for the assigned category using the ASP Utilization Guide (electronic supporting material available on the web).

**Brainstorming Instructions**

* For each identified category, generate ideas as a team and record each idea on a separate post-it note.
* Sort post-it notes with similar strategies/suggestions.
* Draw a matrix on a white board or a flip chart easel as seen below.
* Use the matrix to assess the feasibility of the post-it notes.
* Alternately, you could evaluate other factors such as high-cost low-cost.
* A separate decision matrix would be completed for each identified category.

**Easy to Implement**

EXAMPLE:

Auditing prescribing practices on Unit X

Share unit specific reports on abx use to Med Exec

Develop process to identify physician outliers

**Low Impact**

Notify prescriber of unjustified abx related to length of therapy

**High Impact**

**Difficult to Implement**

**Step 6** Looking at the Decision Matrix, determine which three improvement ideas you will implement within the next three months.

**Step 7** Complete a design plan for small test of change for each improvement idea (see template on next page).

* Fill in the top portion of the design plan.
* Within the testing table, complete the test description, test plan and testers.
* As each cycle of the testing ends, complete the three additional columns titled lessons learned, decision and adaptation (to be completed by the ASP team).
* For lessons learned, seek input from all staff involved in the test and share results with the ASP team. Document results in table.
* For the decision, the ASP team would determine if the process needed to have any changes (adapt), if the process did not need any changes and you are ready to implement as your standard (adopt), or if the process adds no value (abandon).
* Continue to adapt and test the process until the team comes to an adopt decision.

**Step 8** Develop and implement a roll out plan for the adopted practice.

**Step 9** Complete Step 7 for each additional improvement ideas identified by the ASP team in Step 8.

**Step 10** Celebrate implementation of adopted practices.

**Step 11** For the next three months, identify three additional ideas from Step 5 and repeat Steps 6 – 10.

**Design Plan for Small Test of Change**

Initiative: What are you trying to do? Intervention: Specifically, what are you asking people to do? What is the change?

Smallest Change: What is the smallest level of involvement? Scope: Who needs to change?

Total # of Staff Impacted: # of staff Total # of Staff to Test: # of staff

Timeframe: Click here to enter a date.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Test Description** | **Test Plan** | **Testers** | **Lesson(s) Learned** | **Decision** | **Adaptation** |
| **1** | What will you ask your tester to do? What and how? | When, where, and how long? | Who? | What happened? | [ ] Adapt[ ] Adopt[ ] Abandon | What is the specific change needed? |
|  | What will you ask your tester to do? What and how? | When, where, and how long? | Who? | What happened? | [ ] Adapt[ ] Adopt[ ] Abandon | What is the specific change needed? |
| **3** | What will you ask your tester do? What and how? | When, where, and how long? | Who? | What happened? | [ ] Adapt[ ] Adopt[ ] Abandon | What is the specific change needed? |
| **4** | What will you ask your tester to do? What and how? | When, where, and how long? | Who? | What happened? | [ ] Adapt[ ] Adopt[ ] Abandon | What is the specific change needed? |

This material was prepared in part by the Lake Superior Quality Innovation Network, under contract with the Centers for Medicare & Medicaid Services (CMS), an agency of the U.S. Department of Health and Human Services. The materials do not necessarily reflect CMS policy. 11SOW-WI-C1-16-107 081616