[Hospital Logo]

**FROM:** [Chief Medical Officer, Chief Quality Officer, Chief Nursing Officer, etc.]

**DATE:** [Date]

**RE:** Antimicrobial Stewardship Program

Antibiotics are among the most commonly prescribed medications within acute care hospitals. 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 of care.

As part of the continuing commitment to provide high quality care to all our patients, the leadership team of [hospital name] is endorsing the creation of an Antibiotic Stewardship Program (ASP). The overall goal of this program is to promote appropriate antibiotic use in our facility by optimizing the selection of drug, dose, route, and duration of therapy.

The facility ASP team will be composed of the following members:

* ASP medical director: [ASP medical director’s name]
* ASP pharmacist: [ASP pharmacist’s name]
* Infection preventionist: [Infection preventionist’s name, if applicable]
* Microbiologist: [Microbiologist’s name, if applicable]
* Information analyst: [Information analyst’s name, if applicable]
* Other supporting members: [Insert names of other ASP members, if applicable]

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. Program activities and outcomes will be directly reported to Quality Improvement Committee and [other oversight committee(s)].

The success of this initiative requires the full participation and support of those who prescribe, prepare, administer, and receive antimicrobial therapy. The ASP team will engage prescribing providers, staff, patients, and patients’ 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 patients and families, and guidance of the ASP team, we will improve quality of care and minimize untoward consequences of antibiotic therapy.