## Planning checklist

A guide from the Australian Commission on Safety and Quality in Health Care (the Commission) to help you plan for Antimicrobial Awareness Week activities and events at your health service organisation.

## Let key people know Antimicrobial Awareness Week is coming

The key people to engage are

* Chief Executive (they may need to approve plans and resources).
* Department Heads (especially Infectious Diseases, Microbiology and Pharmacy)
	+ These services may be provided by a contracted service – ensure the provider knows about the week
* Public relations or communications department (if your facility has one - this may be onsite, or there may be an office as part of a local health district)
* Infection Prevention and Control team

## Identify a champion

Depending on the focus of your campaign, consider asking a senior clinician, Antimicrobial Stewardship Pharmacist or microbiologist to act as the ‘champion’ for the week.

## Identify the resources that will best suit your campaign

The Commission has resources available to support health services in planning and running events. These include ideas for activities you can undertake during the week, a poster, and presentation to download. The logo, poster and other materials to support the Antimicrobial Awareness Week are available on the website now, at <https://www.safetyandquality.gov.au/our-work/healthcare-associated-infection/antimicrobial-stewardship/antibiotic-awareness-week/resources-for-antibiotic-awareness-week/> Your state or territory quality and safety agency (for example, the NSW Clinical Excellence Commission and Safer Care Victoria) may have additional resources. NPS MedicineWise may also have useful resources.

## Finalise your activities

You will need to work out the resources you will use and who will take responsibility for each of the activities you have planned. To help you get started, see the event planning checklist.

**Good luck with your activities!**

## Event planning checklist

During COVID-19 some activities may not be feasible. Think about the best way to engage to make the most impact. Does your hospital use stickers for staff and visitors? Maybe design a sticker with an AAW message.

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| **November: Two weeks to go** |
| **Action** | **Who**  | **Notes** |
| Remind your ‘key people’ about AAW and confirm their support |  |  |
| Finalise your ideas and the resources you will need for the week:* What promotional materials will you need?
* What other teams or groups will you need to engage for assistance?
* Do you need to organise a venue, e.g. presentation room or foyer?
* Will you organise a display/stand in your organisation?
* Can you speak at a pre-organised event such as grand rounds?

**Hint** – See the Ideas for activities and events guide for more information  |  |  |
| Book venues and equipment for presentations and foyer displays  |  |  |
| If participating in the National Antimicrobial Prescribing Survey (NAPS), determine the timeframe and scope of data collection and make sure relevant people are aware of the activity  |  |  |
| Confirm any speakers who will be involved in presentations during the week **Hint** - send an email calendar invite with a reminder for the day before  |  |  |
| Work with the relevant departments (e.g. executive or public relations) and confirm any photographers, newsletter or local media activities. Ask if you can display an AAW banner on your health service’s intranet page or have a social media presence if your organisation utilises social media (i.e. Facebook, LinkedIn or Twitter)**Hint** – See the Social Media Guide for more information. |  |  |
| Use the Antimicrobial Awareness Week logo in your emails and correspondence to promote the week (available on the Commission’s website)  |  |  |
| Ask your Chief Executive or equivalent executive leader to support the week by sending an email or letter to staff about the week. Have the letter signed by a senior clinician to demonstrate both executive and clinical support of the week  |  |  |
| Download posters from the Commission (or design your own) and display them around your health service in:* lifts and stairwells
* medication rooms and the pharmacy
* the executive unit
* the foyer or ward areas
* outpatient clinic waiting areas/outpatient pharmacies

**Hint** – while hanging posters, talk to people about planned activities for the week and how they can participate. Also remember to follow your organisation’s procedure for displaying posters.  |  |  |
| Organise printing and lamination of promotional materials (posters etc.) **Hint** – see if the executive or communications unit can assist; they may provide some funding for professional printing of materials |  |  |
| Circulate to all involved: * Final list of roles and responsibilities, final run sheet for any events planned
 |  |  |
| Finalise any catering  |  |  |
| **November: One week to go**  |
| Do a final run-through of all materials to make sure everything is prepared |  |  |
| If possible, visit any presentation venues and check set up of room and make sure you know how to use equipment |  |  |