Ordering an IV Antibiotic Therapy Plan for 4C Infusion Center: How-To Guide for ZSFG Providers & Pharmacists

The ZSFG Building 5 4C Infusion Center facilitates long-term intravenous (IV) antibiotic administration for ZSFG patients who require IV antimicrobials but are otherwise ready for hospital discharge. 4C can generally accommodate IV antibiotics given once daily or less frequently. These antimicrobial orders must be placed via a **Therapy Plan**, which is a bundle of orders related to the antibiotic therapy (infusion appointment, medication itself, IV access, contact for questions, required labs, etc.). **Please contact the ID consult team, ideally several days prior to discharge, to review, approve, and set up IV antibiotics at 4C.**

Contents

Information to collect prior to placing the plan:

- Antibiotic: drug, dose, route, & frequency
- Day 1 of therapy at 4C Infusion Center (NOT day 1 of antibiotic therapy)
- Last day of antibiotic therapy
- IV access (PICC vs. PIV)
  - More durable IV access (e.g. midline, PICC) is required for patients receiving > 3 days of antibiotics at 4C
- ID fellow/pharmacist name (for restricted antibiotics)

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Placing the plan:

Providers (MDs, NPs, etc): Navigate to the Therapy Plan tab

Pharmacists: Navigate to the "Treatment" tab for pts currently admitted ("Orders Only" encounter)

Search for the antibiotic to be given under "Therapy Plan 1" (if this slot is taken, click the "Therapy Plan 2," and so on):

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Enter:

1. Start date (first day of antibiotic therapy in 4C, often the day after discharge)
2. Plan provider (Vivek Jain, outpatient ID attending)
3. Associate the relevant indication from the patient's problem list to the plan
4. Create Plan

Complete all required order questions (denoted by red stop sign), including:

- Safety Parameters and Special Instructions: Confirms pt has consented to infusion
- Has IV Antibiotics Team (IVAC) been contacted?
    - Primary team is responsible for consulting inpatient ID; the ID fellow is responsible for placing e-consult to IVAC
- Nursing Orders: Select pt's IV access - PICC vs. Peripheral IV
- Medications: Select the appropriate dose/# of doses/indication based on ID recs
    - NOTE: do not modify the antibiotic frequency or start time; the correct settings are "once" (per visit) starting at "S" (time of appointment/when orders are released)

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You can use the ⓘ Next button to jump to the next required question.
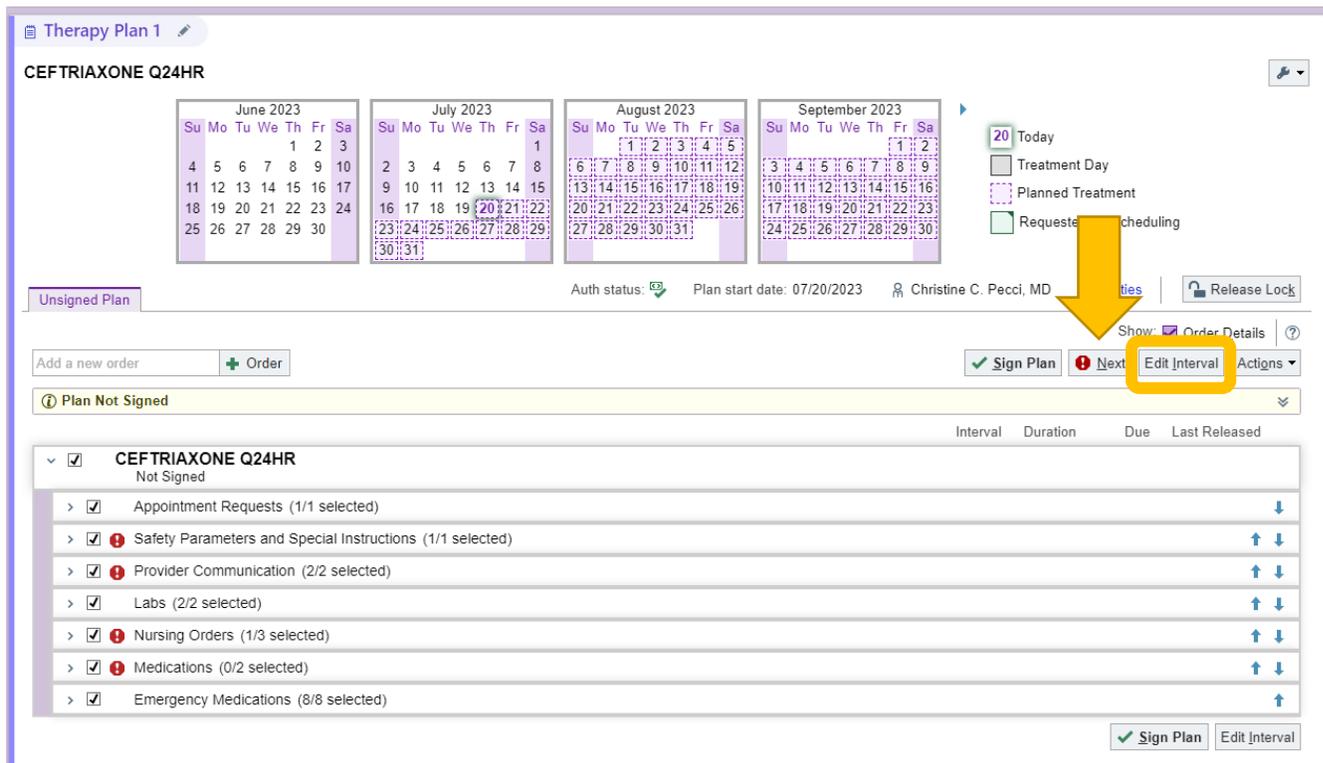

Adding an End Date to the Plan

It is <u>essential to add an end date to the plan</u> **(especially the antimicrobial order itself)** to prevent <u>unnecessary antimicrobial administration!</u>

There are two ways to add an end date to the antibiotic order in a therapy plan:

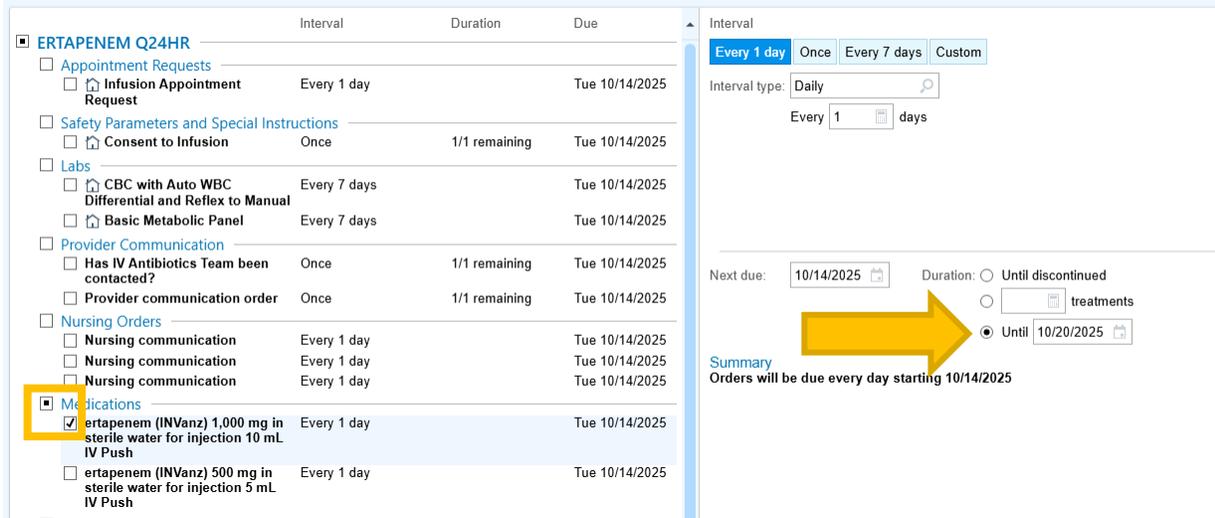<u>Option 1: Edit the end date in the antibiotic order itself</u>

1. Click on the antibiotic name to expand the order
2. Navigate to "Interval" section and enter the patient's last day of antibiotic therapy
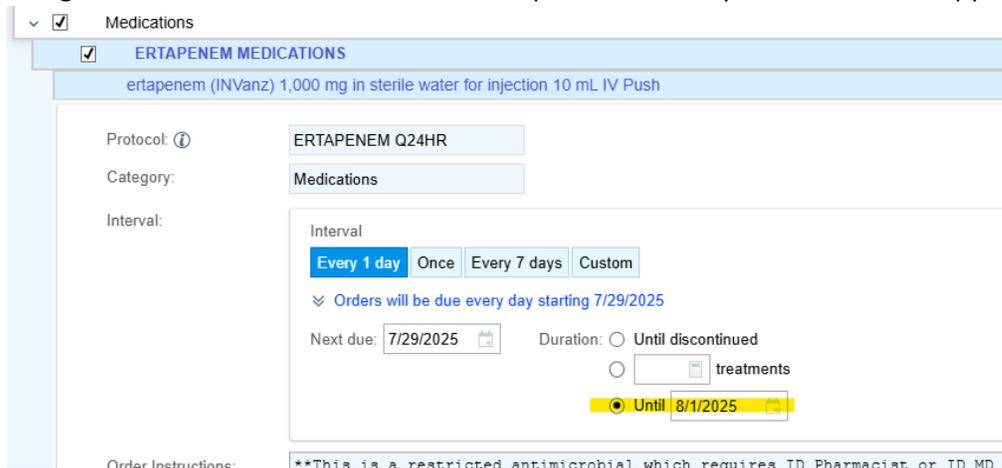
Option #2: Edit interval

1. Select Edit Interval next to the ⚠ Next button (see screenshot on page 4)
2. Click the checkbox next to the antimicrobial order
3. Add Duration by entering the last day of antibiotic therapy per the ID consult team recommendation
4. Click Accept
5. Notes about adding end dates to Therapy Plan orders:
   a. Orders with different intervals (such as "every 7 days") MUST be edited separately – otherwise, the interval will be overwritten (ex. Labs ordered "every 7 days" will become "every 1 day"!)
   b. Order intervals that do NOT need end dates: "once," "PRN"

Signing the Plan

The antibiotic therapy plan must be signed by the primary team before 4C visit can be scheduled.

Providers: Click "Sign Plan" (ensure the orders are selected first)

Pharmacists: Use "Share in Chat" to send the plan to a provider via Epic chat. You can also "Send Plan" to send the plan directly to the provider's inbasket for their signature. The plan will be sent to the provider's "Recurring Treatments" folder in their inbasket.
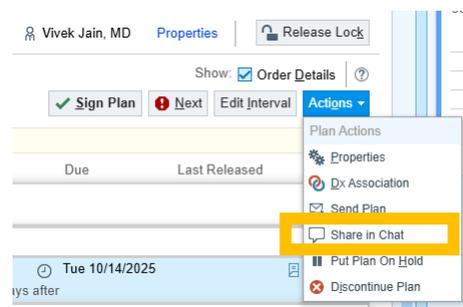
Scheduling Patients at 4C

Contacting 4C prior to hospital discharge is required to ensure the patient is scheduled in a timely manner and can receive their therapy as intended:

- "4C Charge RN" group on Epic chat
- Phone **x63181**

Questions about IV Antibiotic Therapy Plans:

- ID Pharmacist: "ZSFG ID Pharmacist" on Epic chat
- IV Antibiotics Center (Outpatient ID): 443-2163
- ID Fellow: 443-2847 or on Epic chat