To: Hospitals Group CEOs

Re: Your hospital’s participation in the national point prevalence survey of hospital-acquired infections and antimicrobial use to be performed in May 2017.

February 9th 2017.

Dear Colleague,

I am writing to request your hospital’s participation in a national point prevalence survey (PPS) of hospital-acquired infections (HAI) and antimicrobial use to be carried out between Tuesday May 2nd and Wednesday May 31st 2017. This forms part of a European-wide PPS coordinated by the European Centre for Disease Prevention & Control (ECDC). In Ireland, the PPS will be coordinated by the Health Protection Surveillance Centre (HPSC) and overseen by a multi-disciplinary steering group under the auspices of the Royal College of Physicians in Ireland.

The last national hospital survey took place in 2012, during which 9,030 patients were surveyed in 42 public and eight private hospitals in Ireland. Increased participation by public hospitals is expected in 2017. Your hospital’s involvement in the 2017 PPS is important and will answer the following questions for you and your senior management team:

1. **How many patients in your hospital have a HAI?** Data collected will include; risk factor data, HAI type, whether or not the HAI is associated with use of a medical device (e.g., peripheral or central vascular catheter or urinary catheter) or surgical procedure and the causative pathogens, along with antimicrobial resistance patterns?

2. **How many patients in your hospital are on antibiotics?** Data collected will include; what types of antibiotics, the reason they were prescribed and whether prescriptions are compliant with local guidance?

Participation in the survey will also:

- Demonstrate your hospital’s **compliance with national standards**, as infection surveillance and antimicrobial stewardship are key components of the Health
Information & Quality Authority (HIQA) National Standards for the Prevention & Control of Healthcare Associated Infections

- Provide you with an overview of HAI and antibiotic use in your hospital. For hospitals that participated in the 2012 PPS, there will be an opportunity to review progress based on 2017 PPS findings. The results may be used to plan local HAI prevention initiatives and identify potential areas for optimising use of resources.
- Once your hospital has completed the PPS and submitted data collected for analysis, a local report will be issued to your hospital. Data will be further analysed at HPSC & ECDC to produce the national and European PPS reports. Your hospital can compare your results to those of hospitals of similar size and type both in Ireland and in Europe.

All hospitals are strongly-encouraged to participate in this important national patient safety survey. Ethical approval is not required as the PPS forms part of a high level audit cycle which will enable individual hospitals to review their own performance.

In brief, the data collection process will involve three stages:

1. Nursing night staff on each ward will be asked to complete a form collecting anonymous denominator and risk factor data on each patient present on the ward, indicating whether or not each patient is receiving antimicrobials.
2. The hospital’s data collection team will arrive on the ward and examine the healthcare record, medication chart and microbiology results for each patient receiving antimicrobials. A survey form will be completed for each patient receiving antimicrobial therapy.
3. For each patient receiving antimicrobial therapy, the data collection team will decide if the patient meets case definitions for a hospital-acquired infection and record the information on the survey form.

All data collected in paper format locally must be entered locally via a secure web-based data collection system, which will be hosted by HPSC on the secure government virtual private network (VPN).

The Chief Executive Officer or General Manager of each hospital is requested to ensure that one completed registration form (pages 4, 5 & 6 of this letter) is returned directly to HPSC by the deadline of Friday February 24th. You are required to reply whether or not your hospital intends to participate in the PPS during May 2017. Participating hospitals should provide contact information for a named local PPS lead coordinator and data collection team members.

All members of your hospital’s local data collection team will require approval for leave and associated travel expenses to attend one regional training day in April 2017 and will need to be released from their usual duties to collect and return data over the duration of the survey in your hospital. RCPI and NMBI CPD approval for attendance at the training has been applied for.
If you have any further queries about the PPS, please contact the PPS National Co-ordinator:

Dr. Karen Burns, Consultant Microbiologist, HPSC.

E-mail: karen.burns1@hse.ie

Upon receipt of completed registration forms, all participants will be contacted by HPSC with further information.

Kind regards,

Liam Woods

National Director of Acute Hospitals (Interim)

Instructions:
1. **Section A, B and C** to be completed by each participating hospital
2. **Section A** to be completed by non-participating hospitals
3. The completed form should be signed by CEO/General Manager/his or her Deputy and returned to HPSC by Friday February 24th
   a. Scan and e-mail the completed form to: melissa.leonard@hpsc.ie
      OR

**Section A**

**Hospital Name:**
_________________________________________________________________________

**Address:**
_________________________________________________________________________

This hospital wishes to participate in the 2017 PPS: [ ]
(please also complete Sections B & C)

This hospital has connection to the government virtual private network (VPN) [ ]

Yes/No

PLEASE CHECK WITH HOSPITAL IT MANAGER REGARDING VPN CONNECTION IN YOUR HOSPITAL

This hospital will not be participating in the 2017 PPS:

If not participating in the 2017 PPS, please indicate why:
_________________________________________________________________________

_________ ___________
Section B
To be completed by participating hospitals

The nominated local PPS coordinator for the hospital is:

Job Title:

E-mail address for local PPS coordinator:

Work telephone number
(direct):

Section C
To be completed by participating hospitals

Booking training for PPS data collectors

Please complete the table on page 6, with the names and contact details for the PPS data collection team for your hospital and each person’s first and second preferences for attendance at one regional PPS training day.

Participants may request to attend whichever venue is most convenient (subject to final participant numbers, venue capacity and availability). Every effort will be made to accommodate first preferences.

Pending final confirmation, please ensure your diary is free on both of your preferred training dates.

Proposed regional training days will take place from 9am to 5pm at the following venues:

<table>
<thead>
<tr>
<th>Venue</th>
<th>County</th>
<th>Date</th>
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<tr>
<td>Marymount Hospital</td>
<td>Cork</td>
<td>04/04/2017</td>
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<tr>
<td>Cherry Orchard Hospital</td>
<td>Dublin</td>
<td>06/04/2017</td>
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<td>Hospital</td>
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<td>Regional RCNE Rosses Point</td>
<td>Rosses Point, Sligo</td>
<td>11/04/2017</td>
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<td>Merlin Park Hospital</td>
<td>Galway</td>
<td>12/04/2017</td>
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<tr>
<td>HPSC</td>
<td>Dublin</td>
<td>26/04/2017</td>
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<td>Dr Steeven’s Hospital</td>
<td>Dublin</td>
<td>27/04/2017</td>
</tr>
<tr>
<td>Dr Steeven’s Hospital</td>
<td>Dublin</td>
<td>28/04/2017</td>
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Please complete the table below with the names of the PPS data collection team for your hospital and each person’s first and second preferences for attendance at one regional PPS training day.

A minimum of four data collectors is advised per hospital and training places will be guaranteed for four data collectors per hospital. It is expected that a team of four data collectors will collect data from two to three wards per day. The team membership should be multi-disciplinary and should include representation from: infection prevention and control team, microbiology laboratory, antimicrobial pharmacist or hospital pharmacist, clinical microbiologist, quality and safety and risk department, nurses and clinicians.

Larger hospitals may require more than four data collectors and every effort will be made to accommodate training for larger hospitals that nominate more than four data collectors.

<table>
<thead>
<tr>
<th>Name</th>
<th>Work Email Address</th>
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<th>Regional Training Day First Preference (Venue &amp; Date)</th>
<th>Regional Training Day Second Preference (Venue &amp; Date)</th>
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ONE COMPLETED FORM (PAGES 4, 5 & 6) FROM EACH HOSPITAL TO BE RETURNED BY 24th FEBRUARY 2017

COMPLETED FORMS MAY BE SCANNED & E-MAILED TO: melissa.leonard@hpsc.ie

OR

RETURNED VIA POST TO: PPS 2017, Melissa Leonard, HPSC, 25-27 Middle Gardiner St, Dublin D01A4A3.