



## APPENDIX D: Table of Instructions (TOI) for Completion of the Respiratory Tract Infection (RTI) Denominator Form

Data Field	Instructions for Form Completion
<p><b>Electronic Data Source Used?</b></p>	<p>given for residents in the facility suspected or diagnosed with having a respiratory tract infection. At the end of the month, sum the daily counts and record the total for the month.</p> <p><b>Required.</b> Indicate if the monthly total was collected from an ELECTRONIC data source only by selecting YES or NO</p> <p><b>Important Notes:</b></p> <ul style="list-style-type: none"> <li>• Capture all new antibiotic orders, regardless of number of doses or days of therapy, including antibiotics that are started, but not completed.</li> <li>• Include only antibiotics that are started while the resident is receiving care by the reporting facility, either by clinical providers working in the facility or by outside physicians who see the resident in an outpatient clinic or emergency department.</li> <li>• Do not include antibiotic courses started by another healthcare facility prior to the resident’s admission or readmission back to the reporting facility, even if the resident continues to take the antibiotic while in the facility.</li> </ul>
<p><b>Total Ventilator Days</b> <i>(Number of Residents on a Ventilator)</i></p> <p><b>Electronic Data Source Used?</b></p>	<p><b>Required.</b> If the facility has ventilator beds or units, record the <i>Total Ventilator Days</i> for the calendar month of surveillance. If the count is zero, record zero. The count may represent data collected from an electronic data source or collected manually.</p> <ul style="list-style-type: none"> <li>➤ <b>Option 1:</b> If the count is available from an electronic data source, this source may be used as long as the counts are not substantially different (+/- 5%) from manually collected counts.</li> <li>➤ <b>Option 2:</b> To manually calculate the number of residents on a ventilator for the calendar month, for each day of the month, at the same time each day, use the RTI denominator form to record the number of residents on a ventilator at the time of the count. At the end of the month, sum the daily counts and record the total for the month as Total Ventilator Days.</li> </ul> <p><b>Required.</b> Indicate if the monthly total was collected from an ELECTRONIC data source only by selecting YES or NO</p>