# ***Instructions:***

*Use this email template for initial communication about a quality improvement (QI) project with the nurse manager.*

*Brackets [TEXT] indicate locations to insert appropriate text (as specified within the brackets). Convert upper case and bold font within the brackets to match the rest of the email. Only include information that is applicable to the QI initiative(s) being implemented.*

*Italicized text such as this paragraph (whether in brackets or not) indicate instructions to the reader and should be deleted before submission to respective groups/units.*

*Email subject:* **Collaboration Inquiry on Integration of Nurses in Antibiotic Stewardship**

*Email text:* ***[Include the message below as the email text. Provide this report as a PDF attachment. Make sure to include the respective algorithm(s) as a PDF attachment(s).]***

Dear colleagues *[CAN SPECIFY NAME(S)]*,

The [ANTIMICROBIAL STEWARDSHIP TEAM] would like to meet with you to discuss the possibility of involving nursing on [UNIT OF INTEREST] in a collaborative quality improvement project on [improving penicillin allergy documentation, improving urine culture ordering practices, improving respiratory bacterial culture ordering practices]. We will provide more details in person, but the overall goal is to **enhance** activities that nurses are **already engaged in** to improve [penicillin allergy documentation, urine culture ordering practices, respiratory bacterial culture ordering practices] using existing resources aimed at integrating nursing into antimicrobial stewardship that have been used successfully by other groups.

If your [group OR unit staff] is interested, we would be more than happy to schedule a meeting for further discussion.

Thank you so much for your time and consideration.

Sincerely,

[PROJECT LEADERS AND/OR CHAMPIONS]

[GROUP OR DEPARTMENT CONDUCTING PROJECT]

[INSTITUTION]