



Dear [SUPERVISOR'S NAME],

Hospital flow delays and failures increase safety risks for patients, negatively impact revenue, affect staffing & staff engagement, and contribute to unpleasant experiences for our patients. Improving our flow requires new knowledge and skills, so I'm seeking your approval to attend the Institute for Healthcare Improvement's (IHI's) **Hospital Flow Professional Development Program** beginning March 18, 2025.

This intensive IHI program is led by renowned faculty and designed for hospital leadership team members who are tasked with hospital operations, throughput, and ensuring optimal patient flow in the acute care setting.

Through the completion of this course, I will learn to construct effective solutions that substantially improve patient flow throughout the hospital by addressing:

- inpatient bed availability,
- predictable length of stay,
- timely discharge,
- safe care, and
- high-quality outcomes of treatment

This is an intensive, experience-based training delivered in a live-virtual format with ten 3.5 hour sessions.

The cost of my attendance is \$5,500. In addition to the live virtual sessions, it includes asynchronous support activities and optional office hours with IHI's expert faculty. The time commitment is approximately 40 hours, including the virtual session, asynchronous support activities, and reflection on learning.

IHI offers a 15% group discount for those organizations who send three or more people. The discounted fee is \$4,675 per registration. If interested, IHI requires you to [complete the Group Registration form](#).

Continuing education credits will be offered for physicians, nurses, and certified professionals in patient safety.

Thank you for considering this investment in our organization and my professional development. I look forward to discussing this with you at your earliest convenience.

Best,
[YOUR NAME]