Dear [SUPERVISOR’S NAME],

I’m seeking your approval to attend the Institute for Healthcare Improvement’s (IHI’s) **Patient Safety Executive Development Program** beginning August 30, 2023. This program is dedicated to developing detailed strategies and implementation plans essential to maintaining a powerful patient safety program within our organization/area of responsibility, especially now as we work to recover from COVID and plan a new path for how care will be delivered. During the COVID-19 Pandemic we learned that having a culture of safety and robust learning system is even more important than we ever thought before.

This is an intensive, experience-based executive training delivered in a blended virtual and in-person format. What makes this program one of the most highly rated offering is:

* The internationally recognized experts who are the faculty
* Focus on the latest lessons learned by faculty
* Access to IHI’s Learning Platform and wealth of content
* Connection to over 3,000 alumni who have acquired the skills and tools necessary to becoming leaders of a strong patient safety program within their organization/area or responsibility and have used the Framework as a foundation to improve safety.

The Patient Safety Executive Development Program will enable me to learn about the application of the [Framework for Safe, Reliable and Effective Care](http://www.ihi.org/resources/Pages/IHIWhitePapers/Framework-Safe-Reliable-Effective-Care.aspx), which was developed from the experience of IHI’s Faculty and is applied by many departments, organizations and health care systems worldwide. By taking this program, I will be developing our action plan on how our organization can shape its culture and develop a robust learning system to positively impact all our improvement work in providing safer care.

There are sessions for you as well. You are strongly encouraged to join me on the last day of the program as well. There are sessions specifically designed for leaders. In fact, the participation of a senior leader is strongly encouraged to help develop and refine the plan I will be preparing prior to you joining me.

I believe that participation in the Patient Safety Executive Development Program will directly influence my work and will enable learning from leading organizations who have implemented stronger patient safety programs stemming from this experience.

The cost of my attendance is $10,750 and includes 4 full days of live virtual sessions, 3 two-hour live virtual sessions, and a 3 day in-person session in Boston, Massachusetts. The program also includes asynchronous support activities and optional office hours with IHI’s expert faculty.

Thank you for taking the time to review this request, and I’m looking forward to hearing from you.

Best,

[YOUR NAME]