

Dear [SUPERVISOR’S NAME],

When accidents occur in health care, providers and health systems have an urgent responsibility to respond to prevent future harm. How these adverse events and close calls are investigated, and the actions put in place to mitigate future harm are a critical part of improving patient safety. Improving our event review process requires new knowledge, skills, and tools, so I’m seeking your approval to attend the Institute for Healthcare Improvement’s (IHI’s) **Redesigning Event Review with RCA2 OCC: September 2024** beginning September 10, 2024.

This intensive IHI program is led by renowned faculty and designed for quality and patient safety practitioners and leaders who are tasked with developing, facilitating, approving, and/or participating in event review processes within health care organizations.

Through the completion of this course, I will learn about tools and techniques for a systematic approach to reviewing patient safety events including:

* Risk-based prioritization of patient safety events,
* Assembling effective RCA teams,
* Conducting effective interviews and event mapping after events,
* Building strong action plans, and
* Effective follow-up post event

This is self-paced training is delivered in a virtual format with 5 asynchronous lessons, 3 – 1 hour live- virtual all-learner calls, and optional 30 minutes coaching sessions with IHI’s expert faculty.

The cost of my attendance is $549. 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 8 hours, including the virtual session, asynchronous support activities, and reflection on learning.

If interested in sending 2 or more persons, IHI requires you to [complete the Group Registration form.](https://my.ihi.org/portal/rise/Events/group-registration.aspx#vaff)

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]