Dear [SUPERVISOR’S NAME],

I would like to participate in the Institute for Healthcare Improvement (IHI)’s **Patient Safety Executive Development Program**. This ​professional development program will enable me to develop the executive leadership skills required to put quality and safety at the top of the priority list for our organization.

The Patient Safety Executive Development Program, delivered in a blended format with both virtual and in-person sessions, offers a comprehensive curriculum designed to address key aspects of patient safety and organizational culture. Over the course of seven weeks, participants like myself will gain essential knowledge and tools to assess, measure, and improve the culture of safety within our organization.

**Live-virtual Sessions from 10:00 AM – 1:30 PM ET:**

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| Session 1: September 10, 2024 |
| Session 2: September 12, 2024 |
| Session 4: September 24, 2024 |
| Session 5: October 1, 2024 |
| Session 6: October 8, 2024 |
| *Session 7: October 15, 2024* |
| *Session 8: October 22, 2024* |

**In-person Meeting:**

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| Session 3: September 17-20, 2024  | IHI Office in Boston |

I am particularly excited about the following aspects of the program:

**Assessment of Organizational Safety Culture:** I will learn to assess our organization's culture of safety, identifying strengths and areas for improvement.

**Utilization of Diagnostic Tools:** The program will provide me with diagnostic tools to measure crucial aspects of safe, reliable, and effective care delivery, including teamwork, transparency, and continuous learning.

**Data Analysis and Strategic Planning:** By determining relevant data for measuring safety culture and designing strategic patient safety plans, I will be equipped to address specific needs within my area of responsibility.

**Implementation of Proven Changes:** I will learn evidence-based strategies to implement changes that improve the culture of safety throughout our organization, emphasizing sustainable, systemic approaches over isolated improvement projects.

Furthermore, IHI has designed specific sessions for senior leaders, emphasizing the importance of their involvement in the development and refinement of the safety plan. In this regard, I respectfully request your support and participation in the last two virtual sessions of the program. Your insights and guidance will be invaluable in helping refine the strategies and ensure alignment with our organization's goals and priorities.

I believe that by participating together in these sessions, we can maximize the impact of the program on our organization's patient safety initiatives. Your support in this endeavor would be greatly appreciated and would reinforce our collective commitment to quality and safety in healthcare delivery.

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

Best,

[YOUR NAME]