Dear [SUPERVISOR’S NAME],

​​On a global scale, the challenges facing health and health care can seem daunting. But every day, people all over the world are making a difference​ on a local level. Improving our systems from the inside requires new knowledge and skills, so I’m seeking your approval to attend the Institute for Healthcare Improvement’s (IHI’s) [Moving Quality Improvement from Theory to Action | Institute for Healthcare Improvement (ihi.org)](https://www.ihi.org/education/training/moving-quality-improvement-theory-action) beginning February 25, 2025.

This fast-paced experience will help me to learn how to apply the right tools to our quality improvement efforts with the guidance of IHI expert faculty. Online lessons will teach the process of improvement and when to use specific improvement tools, assignments will direct participants to apply those tools to an ongoing project, and live calls will provide additional examples, case studies, and coaching to drive improvement projects towards results that matter. Calls also provide opportunities to network with and learn from peers. Specifically, the program is for professionals interested in deepening their knowledge in QI and ideal for ​anyone responsible for organizational outcomes in quality, safety, patient experience, staff satisfaction, and financial results​​

Through the completion of this course, I will learn to:

* ​​Explore the components of the Model for Improvement
* Build an improvement team with clearly defined roles
* Apply equity principals to the process of improvement
* Write an effective aim statement for a quality improvement (QI) project
* Establish a family of measures, including outcome, process, and balancing measures. Create a data collection plan
* Use tools to develop changes to test including Driver Diagrams, Process Mapping, and​ Cause and Effect Diagrams
* Use PDSAs (Plan-Do-Study-Act) to plan and run multiple tests
* Plot your data over time by drawing a run chart
* ​Identify strategies to sustain and spread improvements

The design of the online course consists of All Learner Calls (live, synchronous calls), and Lessons (asynchronous online assignments). In addition to the All Learner Calls, it includes asynchronous support activities and optional office hours with IHI’s expert faculty. The time commitment is approximately 10 hours, including the virtual session, asynchronous support activities, and reflection on learning.

The cost of my attendance is $549.00.

Continuing education credits will be offered for physicians, nurses, pharmacists, 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]