



Chartered Institute of
Professional Certifications
1006 N Rexford Street
Beverly Hills, CA 90210

Date

Dear {Manager},

I would like to enroll in the Certified Australian Nursing Leader in Patient Safety and Error Prevention (CNPS™) program to enhance my expertise in patient safety and clinical risk management, and I would like to gain your approval to attend this program. By attending this program, I will acquire advanced competencies in aligning with the National Safety and Quality Health Service (NSQHS) Standards, implementing effective error-prevention strategies, and leading open disclosure processes, critical to enhancing our facility's safety culture. This program will equip me with the knowledge and tools to reduce sentinel events, improve quality-of-care outcomes, and drive continuous safety improvement across our nursing teams.

Led by Ali Moloney, a distinguished nursing leader and educator, this program provide a comprehensive exploration of patient safety frameworks, including the WHO definition, NSQHS Standards, human factors, and structured communication techniques. It will also cover key risk mitigation strategies in medication safety, infection control, and early recognition of acute deterioration. I will gain practical tools to conduct patient care risk assessments, lead multidisciplinary quality improvement cycles, and embed a culture of continuous safety improvement. By attending, it will position me to drive evidence-based safety initiatives, promote transparency through open disclosure, and lead our nursing teams in advancing toward a zero-harm environment. Some of the key skills this program will bring include:

- Patient Safety Leadership
- NSQHS Standards Compliance
- Open Disclosure Practices
- Structured Communication (ISBAR)
- Medication Safety Management
- Infection Prevention Strategies
- Risk Assessment & Mitigation

I believe these skillsets will prove to me invaluable to me and you can be assured that after attending this virtual program, I will be better equipped to significantly contribute to our ongoing patient safety and quality initiatives, and will help position our organization as a leader in safe, high-quality healthcare delivery.

I look forward to gaining your approval to attend this online program.

Sincerely,
Your Name