



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

Date

Dear {Manager},

I would like to enroll in the Certified UK Nursing Leader in Patient Safety and Error Prevention (CNPS™) program to enhance my expertise in patient safety leadership, clinical risk management, and error prevention strategies, and I would like to gain your approval to attend this program. By participating, I will develop advanced competencies in safety culture leadership, root cause analysis, prevention strategies, and compliance frameworks which will directly contributing to my professional growth and advancing our organization's commitment to delivering safe, high-quality, and accountable care.

Led by Marsha Jadoonanan, MSc, a distinguished UK healthcare leader and Head of Patient Safety and Learning at HCA Healthcare UK, this program will provide me with advanced, practical knowledge of the NHS Patient Safety Strategy, Patient Safety Incident Response Framework (PSIRF), and the Nursing and Midwifery Council (NMC) Code (2018). The program offers comprehensive guidance on human factors and error science, incident investigation, and systems thinking for effective risk management. It will also equip me with hands-on skills in change leadership, digital safety innovation, and performance measurement in patient safety. Some of the key skills and knowledge I will gain include:

- UK Patient Safety Frameworks & Compliance Standards
- Human Factors and Systems Thinking in Safety
- Incident Reporting, Analysis & PSIRF Application
- Clinical Risk Assessment & Mitigation Strategies
- Medication and Procedural Safety Management
- Safety Measurement, Monitoring & Continuous Improvement

I believe these skills will be invaluable in strengthening our patient safety programs, improving compliance, reducing adverse events, and ensuring a culture of accountability and continuous improvement across our organization. After attending this program, I am confident that my enhanced expertise will contribute significantly to advancing our safety performance and organizational excellence.

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

Sincerely,  
Your Name