**[Your Name] [Your Job Title]**  
**[Your Department]**  
**[Your Contact Information]**  
**[Date]**

**Dear [Supervisor's Name],**

Request for Support: Attendance at FoE Infusion Nurse Training Workshop

Dear [Supervisor's Name],

I’m writing to request your support in attending *Foundations of Excellence: Developing a Strong Training and Education Program for Infusion Nurses*, a one-day workshop hosted by the National Infusion Center Association (NICA) on **Thursday, June 19, 2025, in Miami, Florida**.

This immersive training is built for clinical leads like me who are responsible for onboarding, preceptorship, and compliance—and offers practical tools that can immediately strengthen our training processes, reduce risk, and support safe, high-quality care.

### **Why This Workshop Matters**

For less than the cost of a single turnover event, this workshop can help us:

* **Reduce staff turnover** with stronger onboarding and preceptorship programs proven to increase retention
* **Avoid costly citations** by ensuring every personnel file contains documentation required by OSHA, CMS, and state nursing boards
* **Strengthen our compliance posture** ahead of audits, inspections, and payer reviews
* **Elevate care quality** with standardized PIVC resources and validated competencies
* **Save time and legal risk** with plug-and-play policies developed by infusion-focused attorneys and compliance experts

**What I’ll Bring Back**

This isn’t a lecture—it’s a hands-on, train-the-trainer session taught by subject matter experts:

* BD (Becton, Dickinson and Company), a global leader in vascular access solutions and clinical education
* Infusion Nurses Society
* Lunder-Dineen Health Education Alliance
* Healthcare compliance and employment law attorneys with extensive experience supporting infusion providers

**I’ll return with:**

* Template policies
* Onboarding & orientation checklists
* Quick-reference guides for preceptors
* Standardized IV competency assessment tools
* 6 hours of CNE credit and insight to support our future NICA accreditation efforts

### **Investment Overview**

| **Expense** | **Estimated Cost** |
| --- | --- |
| Registration | $299  [$249 for NICA Members] |
| Travel | $ *[Amount]* |
| Lodging | $558 ($279 per night x 2 nights) |
| Meals & Incidentals | $ *[Amount]* |
| **Total** | **$ *[Total]*** |

### This workshop is a strategic investment in both our team and our bottom line—and one that aligns directly with our goals of clinical excellence, regulatory readiness, and staff development.

Thank you for considering this request. I’m happy to discuss how I can share what I learn with the broader team upon return.

Sincerely,  
 [Your Name]

Sincerely,  
 **[Your Name]**

\*Attach FoE Agenda and all session descriptions