**SAMPLE JUSTIFICATION LETTER**

PROFESSIONAL DEVELOPMENT REQUEST TO ATTEND NATIONAL VASCULAR QUALITY INITIATIVE MEETING

Date:

To: [Name of Supervisor]

From: [Your name]

Subject: Request to attend annual vascular quality improvement conference

I would like to request approval to attend the 2017 VQI@VAM meeting, which will be held in conjunction with the SVS Vascular Annual Meeting from May 30 – June 2nd in San Diego, CA. The VQI meeting is scheduled from May 30 – May 31.

The meeting provides a 1 ½ day comprehensive review of hands-on and collaborative educational sessions that are directly applicable to my work. My participation at this meeting will provide:

* Data Registry Sessions
	+ Breakout sessions on registry updates and solutions
	+ Sessions geared to help increases data completeness and accuracy
	+ Clinical scenarios and data entry/coding approaches for complex vascular patients
* Quality Improvement Sessions
	+ Updates on National Quality Improvement efforts to utilize VQI data to improve care
	+ New analytic reports that support quality improvement efforts
	+ Posters and panels that highlight local quality improvement case studies
	+ Tools, techniques and best practices on national and regional QI projects
* Networking and Information Exchanges
	+ Opportunities to discuss my projects with clinical, coding and quality experts
	+ Information on using VQI data to meet new Medicare reimbursement requirements
	+ A member requested networking session to facilitate shared learnings across regions

The projected cost for my participation at this meeting is [Insert summary information on airfare, ground transport and hotel as applicable and meeting registration fee of $200].

My participation at this meeting will help me perform my job more effectively and will be immediately applicable to my work in vascular care and with vascular data. I plan to share the information from this meeting with my colleagues. I am looking forward to the opportunity to enhance my competence in the VQI Registries and analytic reports, and increase my understanding of vascular QI. Attendance at these sessions will benefit this hospital and contribute to my professional growth and development.

Thank you for considering support of my attendance at this meeting.

Best regards,