*You may customize this as much as you’d like to fit the needs of your hospital.*

Dear [Insert name of hospital CEO or other hospital leader],

As a leader of quality improvement at our hospital, I have identified a need to prioritize sepsis improvement. Sepsis contributes to significant patient harm and hospital costs. Our clinical and QI teams are already doing a great deal of work to ensure the timely identification and treatment of sepsis, but we need your help.

[The Centers for Disease Control and Prevention (CDC) just released a new quality improvement framework for hospital sepsis programs.](https://www.cdc.gov/sepsis/core-elements.html) The implementation of this program is something that will be reported via our annual facility survey within the hospital acquired infection reporting system, NHSN. While implementation of this program is not yet required by any regulatory agency, the elements described in the program will help us achieve our goals for preventing patient harm. The first element outlined in this sepsis program is “leadership commitment.”

As a leader reporting to our hospital’s board of directors, can you please add a few minutes on the next meeting agenda for a sepsis discussion between me, the quality improvement team, the medical staff, you, the CFO, and the board? I would like your help in facilitating this discussion so that we may establish sepsis care as a top hospital priority and decide together on achievable goals for sepsis care. I also want to discuss our hospital’s sepsis data and our current protocols. I will provide this information. I need your help in bringing these leaders together and facilitating the conversation so that gaps in sepsis care can be identified and hospital resources can be applied to address these gaps as needed.

I am hopeful we can engage in this important conversation and find ways to support each other so that our hospital can provide the best care possible to sepsis patients. Thank you for considering this request.

Sincerely,

[your name]