

From Cranial to Spine

An Overview of Neurosurgical Topics for the Advanced Practitioner

Currently, organizations are limiting travel and cutting back on continuing education budgets. The AANS wants to help you develop a solid justification for attending educational programming. Use the tools in this kit to explain how attending the [*AANS From Cranial to Spine: An Overview of Neurosurgical Topics for the Advanced Practitioner*](#) virtual course is a smart investment for your organization.

FOCUS ON THE BOTTOM LINE

When resources are tight, focus on the bottom line: costs vs. benefits. This worksheet helps determine the cost of the course and identify the benefits. Customize the justification letter on the last page to draft a formal (and persuasive) request for funding.

Creative solutions can help you get your request approved. Consider these options:

- Before meeting with your supervisor, prepare a plan that shows who will cover your duties while you are participating in the virtual course.
- Offer to prepare and deliver a short presentation and Q&A session for colleagues to share what you learn. This way, coworkers also benefit from your attendance.
- Share resources with colleagues. As an attendee, you will have access to a course outline that can be shared and used as a department reference.

[Contact](#) the AANS Education staff for additional information or support when drafting your request.

STEP 1: DETERMINE THE COSTS

Before you can justify expenses, calculate what they will be. Use this worksheet to estimate the total cost of the virtual course.

EARLY REGISTRATION FEES — THROUGH AUGUST 21, 2020	COST
Full Course Bundle (includes General Session, Neuroimaging Workshop and Essential Neurosurgical Skills Practical Clinic) <input type="checkbox"/> AANS Member — \$525 <input type="checkbox"/> Non-Member — \$675	\$
General Session <input type="checkbox"/> AANS Member — \$300 <input type="checkbox"/> Non-Member — \$350	\$
Neuroimaging Workshop <input type="checkbox"/> AANS Member — \$150 <input type="checkbox"/> Non-Member — \$200	\$
Essential Neurosurgical Skills Practical Clinic <input type="checkbox"/> AANS Member — \$150 <input type="checkbox"/> Non-Member — \$200	\$
REGULAR REGISTRATION FEES — AFTER AUGUST 21, 2020	COST
Full Course Bundle (includes General Session, Neuroimaging Workshop and Essential Neurosurgical Skills Practical Clinic) <input type="checkbox"/> AANS Member — \$625 <input type="checkbox"/> Non-Member — \$775	\$
General Session <input type="checkbox"/> AANS Member — \$400 <input type="checkbox"/> Non-Member — \$450	\$
Neuroimaging Workshop <input type="checkbox"/> AANS Member — \$250 <input type="checkbox"/> Non-Member — \$350	\$
Essential Neurosurgical Skills Practical Clinic <input type="checkbox"/> AANS Member — \$250 <input type="checkbox"/> Non-Member — \$350	\$
Subtotal Per Person	\$
Total number of employees attending	
Total Cost	\$

STEP 2: OUTLINE THE BENEFITS

When showcasing the benefits of the *AANS From Cranial to Spine: An Overview of Neurosurgical Topics for the Advanced Practitioner* virtual course, focus specifically on what you will bring back to your organization as a return on their investment. Use the course [agenda](#) to answer these questions:

1) Which sessions have particular relevance to the work you do?

Example:

- Neuroimaging Workshops, Subspecialty Breakouts, Essential Neurosurgical Skills Practical Clinic

2) Which sessions will give you resources/knowledge to share with your team to help overcome current or future challenges?

Example:

- The framework of this virtual course is designed to fill knowledge and skill gaps, as well as address new advances and interventions in care delivery specific to neurosurgical practice. Moreover, the course will define guideline recommendations and dosing strategies to promote safe and responsible use of new anticoagulation agents and their reversal in neurosurgical patients.

3) Are there any speakers your organization would benefit from hearing or working with?

Example:

- *AANS From Cranial to Spine: An Overview of Neurosurgical Topics for the Advanced Practitioner* is developed by a partnership of physicians, nurse practitioners and physician assistants. This four-day virtual course covers all aspects of neurosurgery, including pharmacology and neuroimaging. The content covered is the equivalent to lectures and bedside teaching that happen over years at a busy institution. Topics are designed for both newly hired practitioners and those who are highly experienced.

4) What value could you get from discussions with other neurosurgical nurse practitioners and physician assistants?

When considering these questions, keep these tips in mind:

- List specific sessions and explain how they will impact you, your department and your facility.
- Clearly make the connection between your organization's needs and the benefits.
- If the budget approver is outside of your department, do not assume they understand your department's goals or any technical terms. Spell out the impact for them.
- Passion is the best persuasion technique — let yours shine through in your letter.

STEP 3: DRAFT YOUR JUSTIFICATION LETTER

Below, you will find a "justification letter" template, which can help you craft a note to your supervisor explaining all of the benefits of attending the *AANS From Cranial to Spine: An Overview of Neurosurgical Topics for the Advanced Practitioner* virtual course, including how it will help advance your organization and make you a better employee.

This general template will get you started. Customize it to you and your organization's specific needs:

Dear < approver's name >:

I would like to attend the *AANS From Cranial to Spine: An Overview of Neurosurgical Topics for the Advanced Practitioner* virtual course, taking place on September 2-5, 2020. This one-of-a-kind course is designed exclusively for neurosurgical advanced practitioners. The course offers a wide range of topics specific to neurosurgery, including pharmacology, updates in spine, trauma, tumor and cerebrovascular techniques. In addition to an incredible didactic series, the virtual course offers an expanded Neuroimaging Workshop and Practical Clinic, including suturing skills. This is an exciting opportunity to collaborate and connect with colleagues working in the world of neurosurgery.

The *AANS Advanced Practitioner* virtual course covers relevant topics that are directly applicable to my work. Presentation topics range from < list relevant topic > to < list another relevant topic >, and I am confident that the education and skills gained will be directly applicable to my job. After carefully reviewing the agenda, I have identified a number of key topics that would be applicable to my role:

- < Topic 1 and how it will benefit you, your department and your facility >
- < Topic 2 and how it will benefit you, your department and your facility >
- < Topic 3 and how it will benefit you, your department and your facility >

I have only listed some of the topics; including them all would make this request much too long. Getting the information at a virtual course will greatly reduce research time and costs that <your organization's name> would normally incur for an in-person event, such as travel, lodging and meals.

In order to attend the course and gain these benefits, I am seeking sponsorship of < total amount you need > for the following expense:

Registration Fees: <\$xxxx>

Travel, Lodging and Meals: NO COST

The opportunity for me to develop a network of colleagues and to gain knowledge in areas specific to my job responsibilities makes my participation at the *AANS From Cranial to Spine: An Overview of Neurosurgical Topics for the Advanced Practitioner* virtual course a wise investment that will yield rich dividends for our organization. Please let me know if you have any questions.

Sincerely,

< your name here >