

Requests for Changes in Resident Complement Review Committee for Family Medicine

This Review Committee approves:

- Changes in resident complement (temporary and permanent)
- Complement by year and total

Note:

- A permanent *decrease* in resident complement requires prior approval of the designated institutional official (DIO), and must be reported to the Review Committee through the ACGME's Accreditation Data System (ADS).
- If a program has an extended (previous) citation in either Board Pass Rate or Clinical Data (1,650), the program director must contact the Review Committee Executive Director *prior* to submission of the request.
- The program director must provide evidence of compliance that the prequisite core family medicine physicians (PR. II.B.6) will be in place to ensure the ratio of one core family medicine physician to six residents.

To officially initiate a change in the approved resident complement, program directors must log into ADS and select "Complement Change" from the right-hand menu under the "Program" tab. All complement change requests will be electronically sent to the DIO for approval. After the DIO has approved the request, the materials submitted in ADS are forwarded to the Review Committee for consideration. The Review Committee Executive Director will notify the program of the Committee's decision.

Programs must hold a status of Continued Accreditation to be considered for a complement increase. Programs with statuses of Continued Accreditation with Warning, Initial Accreditation, Initial Accreditation with Warning, or Probationary Accreditation are *not* eligible for a permanent increase. A site visit may be required for a complement change request, depending on the details of the request.

The following documents/information are required to complete a request for a **permanent** increase in complement (*instructions are also provided in ADS*):

- Reason for the increase and educational impact of the change
- Key faculty member-to-resident ratio
- Major changes in the program since its last review
- Response to previous citations
- Current block diagram
- Proposed block diagram

Requests for **TEMPORARY** increases are typically due to extraneous circumstances, such as resident remediation, medical leave, or resignations, and are therefore PGY-specific and not applied across all educational levels for a program.

PLEASE NOTE: The Review Committee will request additional information (see above) should it determine that a **temporary** increase request is for a **three-year period** (PGY-1-3). Contact Review Committee staff directly with questions.

The following is required to complete a request for a **temporary** increase in complement:

- Reason for temporary increase