Requests for Changes in Resident Complement
Review Committee for Pathology
ACGME

This specialty approves:

- Changes in resident complement
- Complement total only

Requests for changes in resident complement require prior approval of the designated institutional official (DIO) and must be submitted through ADS. Requests for temporary increases require less documentation than requests for permanent increases, but both require DIO approval prior to Review Committee consideration, and must be submitted through ADS. An educational rationale must be provided with any complement change request.

To officially initiate a change in the approved resident complement, programs must log into ADS and under the “Program” tab, select “Complement Change” from the right-hand menu. All complement change requests will be electronically sent to the DIO for approval as dictated by the Institutional Requirements. 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 director 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 will be required to complete a complement change request (instructions are also provided in ADS):

- Educational rationale for the change
- Major changes in the program since its last ACGME review
- Response to previous citations
- Current block diagram
- Proposed block diagram