Requests for Changes in Resident Complement
Review Committee for Radiation Oncology
ACGME

This specialty approves:

- changes in resident complement
- Complement total only

Changes in resident complement must receive prior approval of the designated institutional official (DIO).

To officially initiate a change in the approved resident complement, programs must log into the Accreditation Data System (ADS) and under select “Complement Change” from the right-hand panel under the “Program” tab. All complement changes requests will be electronically sent to the DIO for approval as specified 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 a status 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 reviewed with a request for an increase in complement (instructions are also provided in ADS):

- Educational rationale for the change
- Faculty-to-resident ratio
- Major changes in the program since its last review
- Clinical data update
- Case Log Reports
- Response to previous citations
- Resident Survey Report

Updated: 08/2015