Requests for Changes in Resident Complement
Review Committee for Surgery

This specialty approves:
- Permanent and temporary increases in resident complement
- Permanent decreases in resident complement
- Complement by PGY level for categorical positions
  - The approved complement is not interchangeable between PGY levels.
- Complement by total for preliminary positions
  - Note: Effective July 1, 2014 the total number of approved preliminary positions may be interchangeable between PGY-1 and PGY-2 levels.

To initiate a change in the approved resident complement, programs must log into the Accreditation Data System (ADS) and select “Complement Change” from the right panel under the Program tab. All complement change requests will be electronically sent to the designated institutional official (DIO) for approval as required by the Institutional Requirements. DIO approval does not mean the complement request is ACGME approved. After the DIO has approved the complement change request, the materials submitted in ADS are forwarded to the Review Committee for review and a final decision. Programs will be notified of the Committee’s final decision via an administrative letter of notification.

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 complement change requests depending on the details of the request.

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

- Educational rationale for the change
- Current block diagram
- Proposed block diagram
- Case Log reports for most current complete academic year
- Faculty-to-resident ratio
- A statement addressing major program changes since the last ACGME review
- Updated response to current citations

Requests for permanent increases in resident complement are always considered at Review Committee meetings. Meeting agenda closing dates are posted on the Review Committee web page.

Requests for temporary increases in resident complement are considered on an ad hoc basis.