

## REQUESTS FOR CHANGES IN RESIDENT COMPLEMENT FAMILY MEDICINE

The RRC for Family Medicine reviews and approves any requests for increases in complement of 3 or more residents/fellows per level. For instance, an increase in complement from 4-4-4 to 7-7-7 would require RRC approval.

While the RRC does not require prior RRC approval for a modest increase in resident complement, any change in resident complement must have the prior approval of the DIO and must be reported to the RRC through the Accreditation Data System (ADS). In addition, an increase of 3 or more positions requires prior approval of the RRC. Before planning such an increase, however, the program director should review the most recent letter of notification from the RRC for any citations regarding resources, e.g., patient visits to the FMC, inpatient population, number of deliveries, faculty-resident ratio, space in the FMC. If any such citations were included, they should be addressed before an increase is implemented. To take more residents after the RRC has cited the program for insufficient resources for the number currently in training could place the accreditation status of the program in jeopardy.

A permanent decrease in resident complement requires prior approval of the DIO, and must be reported to the RRC through the Accreditation Data System (ADS). An educational rationale will be required.

To report a change in the approved resident complement, or to request approval of an increase of 3 or more positions, programs must login to the ADS and under *Request Changes* select *Approved Positions* from the menu on the left. All complement change requests will be electronically sent to the DIO for approval as required by the Institutional Requirements except when **permanent** changes are requested during site visit preparation (the DIO approval is provided via signature on the Program Information Form). After the DIO has approved the complement change request, the materials submitted in ADS are forwarded to the RRC for review and a final decision. If an increase of 3 or more positions is requested, you will be notified by the RRC Executive Director upon final decision by the RRC.

If the increase is modest, the RRC staff will review the information and approve it. At the time of the next full review of the program, the RRC will assess the program's resources in relation to the number being trained.

Programs must be fully accredited to be considered for a complement increase. Additionally, programs with a status of probation or warning are not eligible for an increase. A site visit may be required for complement change requests depending on the details of the request.

The following documents/information will be required to complete a request for an increase in complement (instructions also provided in ADS):

- Educational rationale for change
- Key faculty/resident ratio
- Major changes in the program since its last review
- Response to previous citations

- Current block diagram
- Proposed block diagram