

REQUESTS FOR CHANGES IN RESIDENT COMPLEMENT OTOLARYNGOLOGY

This specialty approves:

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

Requests for changes in resident complement require prior approval of the DIO and must be submitted through the ACGME Web Accreditation Data System (ADS). To officially initiate a change in the approved resident complement (by year and total), programs must login to the ADS and under *Request Changes* selected *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). If the DIO approves the complement change request, the materials submitted in ADS are forwarded to the RRC for review and a final decision. You will be notified by the RRC Executive Director upon final decision by the RRC.

Programs must be fully accredited to be considered for a complement increase. Additionally, programs with a status of probation (or have a warning from the most recent ACGME/RRC review) are not eligible for an increase.

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

- Educational rationale for complement change request
- Current block diagram (PDF)
- Proposed block diagram (PDF)
- Case Log Report (Program and Resident)
- Clinical Participating Site Data Update - Completed for each participating site over the most recent twelve [12] month period (**Required for PERMANENT resident increase requests only**)