

Guidelines to Increase (or Decrease) Resident Complement RRC for Preventive Medicine

Any change in the approved resident complement must be prior approved by the RRC. This is interpreted to mean a change in position numbers by year or in total. For example, if a resident resigns and you wish to replace this resident but at another level, please know that a temporary increase in resident complement for that year must be prior approved by the RRC. Irrespective of the reason or timing for the request, the following information must be submitted:

1. Cover sheet (from the PIF): Basic Program Information, Program Director, and Sponsoring Institution
2. A summary statement that includes the current number of resident positions and the total number being requested, as well as a description of how the proposal will be implemented and the proposed starting date for implementation. Also, include the proposed calendar for implementation (from initiation of implementation until completion of implementation)
3. A current block diagram
4. A projected block diagram if increase is approved.
5. If the implementation will take several years for completion, a separate block diagram for each academic year must be included.
6. Educational justification for the proposal
7. Statement describing anticipated impact of change on the current balance between clinical service and education
8. Description of the availability of resources which support the proposal
9. Letter from the Designated Institutional Official indicating approval and that all requested resident positions will be funded

Note: The RRC staff will add the program's history.