

## REQUESTS FOR CHANGES IN RESIDENT COMPLEMENT PREVENTIVE MEDICINE

This specialty approves:

- Increases and decreases in resident complement
- Complement total only

Requests for changes in resident complement require prior approval of the DIO and must be submitted through ADS. Requests for temporary increases require less documentation than requests for permanent increases, but will require DIO approval prior to RRC review, and must be submitted through ADS. An educational rationale will be required.

To officially initiate a change in the approved resident complement, programs must login to the ADS and under *Request Changes* select *Approved Positions* from the menu on the left. All complement changes 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. 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 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 complement change request (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