

## REQUESTS FOR CHANGES IN RESIDENT COMPLEMENT SURGERY

This specialty approves:

- Increases and decreases in resident complement
- Complement by year and total

Changes in resident complement must receive prior approval of the Designated Institutional Official (DIO). To officially initiate a change (i.e., increase/decrease) in the approved resident complement, programs must login to the Accreditation Data System (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.

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
- Resident case logs