



## **Requests for Changes in Resident Complement Review Committee for Anesthesiology**

This Review Committee approves:

- Temporary and/or permanent increases in resident complement
- Complement by year and total

A temporary or permanent increase in complement for anesthesiology residency or fellowship programs requires prior approval of the designated institutional official (DIO), and must be reported to the Review Committee through the Accreditation Data System (ADS).

To officially initiate a change in the approved resident complement, a program director must log into ADS and under the “Program” tab, select “Complement Change” from the right-hand menu. All complement change requests will be electronically sent to the DIO for approval, as dictated by the Institutional Requirements. After the DIO has approved the request, the materials submitted in ADS are forwarded to the Review Committee for consideration. The Review Committee Executive Director will notify the program director of the Committee’s decision.

Programs must hold a status of Continued Accreditation to be considered for a permanent complement increase. Programs with statuses of Continued Accreditation with Warning, Initial Accreditation, Initial Accreditation with Warning, or Probationary Accreditation are not eligible for a permanent increase. A site visit may be required for a complement change request, depending on the details of the request.

The following documents/information are required to complete a request for a temporary or permanent increase in complement (instructions are also provided in ADS):

- Educational rationale for the change
- Faculty-to-resident ratio
- Major changes in the program since its last review
- Responses to any previous citations
- Current block diagram
- Proposed block diagram, if different from the current block diagram
- Case Log Report (Program and Resident) for the program’s most recent graduates