

## Requests for Changes in Resident Complement Review Committee for Obstetrics and Gynecology ACGME

This specialty approves:

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

Requests for changes in resident complement require prior approval of the Designated Institutional Official (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 Review Committee (RC) 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 log into ADS and under the *Program* tab, select *Complement Change* from the right pane. 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). After the DIO has approved the complement change request, the materials submitted in ADS are forwarded to the RC for review and a final decision. You will be notified by the RC Executive Director upon final decision by the RC.

Programs must hold a status of continued accreditation to be considered for a complement increase. Programs with a status of continued accreditation with warning, initial accreditation, initial accreditation with warning, or probationary accreditation 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
- Proposed block diagram
- Resident case logs