

## Requests for Changes in Resident/Fellow Complement Review Committee for Emergency Medicine

The Review Committee approves:

- Temporary and permanent increases in resident or fellow complement
- Permanent decreases in resident or fellow complement
- Complement by total

### Temporary Increase in Complement

Temporary complement increase requests of 90 days or less do not require submission or review by the Review Committee. Temporary increase requests of greater than 90 days must be submitted through the Accreditation Data System (ADS) and require approval by the Review Committee.

A temporary increase in resident or fellow complement must first be approved by the program's designated institutional official (DIO), after which approval from the Review Committee must be requested through ADS. An educational rationale must be submitted with the complement change request.

To initiate a request for a temporary increase, the program director must log into ADS and select "Complement Change" from the menu under the **Program** tab. The request will be electronically sent to the DIO for approval, as dictated by the Institutional Requirements. The DIO may approve the request, reject and delete the request, or reject and return the request for modifications. If the DIO approves the request, the information submitted in ADS will be forwarded to the Review Committee for consideration. A member of the Review Committee staff will notify the program of the Committee's decision.

Programs with a status of Initial Accreditation may not request "temporary to permanent" increases in an effort to begin a planned permanent increase early. No exceptions will be made.

### Permanent Increase in Complement

A permanent change in resident complement, increase or decrease, requires prior approval by the DIO, after which approval must be requested from the Review Committee through ADS. A request for a permanent increase requires more documentation than a temporary increase request, including:

- Educational and patient safety rationale for the change (indicate the educational benefit to the potential incoming residents)
- Core faculty-to-resident ratio
- Major changes in the program since its last review
- Response to previous citations
- Current block diagram
- Proposed block diagram
- Patient population statistics (as specified in ADS)
- Program averages for key index procedures (as specified in ADS)

To initiate a request for a permanent increase, the program director must log into ADS and select “Complement Change” from the menu under the **Program** tab. The request will be electronically sent to the DIO for approval, as dictated by the Institutional Requirements. The DIO may approve the request, reject and delete the request, or reject and return the request for modifications. If the DIO approves the request, the information submitted in ADS will be forwarded to the Review Committee for consideration. A member of the Review Committee staff will notify the program 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.