

## Requests for Changes in Resident Complement Review Committee for Internal Medicine

The Review Committee reviews temporary and permanent complement change requests as needed, between full reviews of a program, and outside of its formally scheduled meetings. All complement change requests must be submitted through the Accreditation Data System (ADS).

***Requests for changes in complement of 90 days duration or less do not require approval from the Review Committee and should not be submitted in ADS.***

For assistance with any technical troubleshooting or navigation in ADS, email [ADS@acgme.org](mailto:ADS@acgme.org) or visit the [ADS Help Center](#). A [step-by-step guide](#) is also available.

Requests for changes in complement require approval of the designated institutional official (DIO) prior to submission to the Review Committee through the ADS.

To submit a request for a change in the total approved resident complement, a program director or coordinator must log into ADS and select “Complement Change,” enter all required information, and click “Submit Request to DIO.”

Following the DIO’s approval in the system, the request will be forwarded to the Review Committee for a final decision. The Review Committee may request clarifying information from the program before making its final decision.

***Note: it could take up to 30 days to receive the final decision regarding a request.***

To request a permanent increase in complement, a program must have a status of Continued Accreditation (with or without Warning).

To request a temporary increase in complement, a program must have a status of Continued Accreditation (with or without Warning) or Initial Accreditation (with or without Warning).

A program with a status of Probationary Accreditation is not eligible for an increase.

Consideration for approval will be given to programs with:

- reasonable compliance on the most recent ACGME Resident/Fellow Survey;
- adequate core faculty, facilities, and patients; and,
- a stable administrative structure and program leadership.

The educational rationale for an increase in resident complement need not be an educational innovation or change in program structure. For programs in good standing that can demonstrate they have adequate resources (patients, faculty members, facilities, and funding), the Review Committee will consider “the desire and ability to educate an increased number of residents” an adequate educational rationale.

If a program determines that a previously approved temporary complement increase is no longer needed, the program director or program coordinator can remove the temporary complement increase in ADS (must be logged in). Programs may not remove previously

approved permanent complement increases without Review Committee approval.

To check the status of a request, or for any questions not answered by the instructions above, contact Review Committee staff members.