

Requests for Changes in Resident Complement Review Committee for Plastic Surgery

This specialty approves:

- Permanent and temporary increases in resident complement
- Permanent decreases in resident complement
- Complement by PGY level for categorical positions
 - The approved complement is not interchangeable between PGY levels.
- Complement by total for preliminary positions.
 - Note: Effective July 1, 2014 the total number of approved preliminary positions may be interchangeable between PGY-1 and PGY-2 levels.

To initiate a change in the approved resident complement, programs must log into the Accreditation Data System (ADS) and select “Complement Change” from the drop-down menu under the Program tab. All complement change requests will be electronically sent to the designated institutional official (DIO) for approval as required by the Institutional Requirements. DIO approval does not mean the complement request is ACGME approved. After the DIO has approved the complement change request, the materials submitted in ADS are forwarded to the Review Committee for review and a final decision.

Programs must hold a status of Continued Accreditation or Continued Accreditation without Outcomes 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 but may apply for a temporary increase. A site visit may be required for complement change requests depending on the details of the request.

The following documents/information are required to complete a complement change request (instructions are also provided in ADS):

- Program Year(s) and Name(s) of Resident
- Educational rationale for the change
- Current block diagram
- Proposed block diagram
- Case Log reports for most current complete academic year*
- Institutional Operative Experience Form**
- Faculty-to-resident ratio
- A statement addressing major program changes since the last ACGME review
- Updated response to current citations

* Case Log Reports and Faculty-to-Resident Ratio are required documents but will be auto-populated by ADS.

** Only for programs with Continued Accreditation without Outcomes that are submitting a permanent increase request.

Requests for permanent increases in resident complement are always considered at Review Committee meetings. Meeting agenda closing dates are posted on the Plastic Surgery section of the ACGME website. Requests for temporary increases in resident complement are considered on an ad hoc basis.