Requests for Changes in Resident Complement
Review Committee for Psychiatry
ACGME

This specialty approves:
- Increases in resident complement
- Complement total only

Changes in resident complement require prior approval of the designated institutional official (DIO), and must be reported to the Review Committee through the Accreditation Data System (ADS). A request for an increase requires additional documentation and DIO approval *prior to* Review Committee consideration. Requests for temporary increases require less documentation than requests for permanent increases, but still require DIO approval prior to Committee consideration, and must also be submitted through ADS. An educational rationale must be submitted with any complement change request.

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

Programs must hold a status of Continued Accreditation to be considered for a complement increase. Programs with a 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 an increase in complement (instructions are also provided in ADS):

- Educational rationale for the change
- Key faculty-to-resident ratio
- Major changes in the program since its last review
- Responses to previous citations
- Current block diagram
- Proposed block diagram