



Requests for Changes in Resident Complement Review Committee for Dermatology

This Review Committee approves:

- Changes in resident complement
- Complement total only

Requests for changes in resident complement require prior approval of the designated institutional official (DIO), and must be submitted through the ACGME's Accreditation Data System (ADS). Requests for temporary increases require less documentation than requests for permanent increases, but still require DIO approval prior to Review 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 change requests will be electronically sent to the DIO for approval, as dictated by the Institutional Requirements. After the DIO has approved the 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 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 member-to-resident ratio
- Major changes in the program since its last review
- Responses to previous citations
- Current block diagram
- Proposed block diagram