



Requests for Changes in Resident Complement Review Committee for Internal Medicine

The Review Committee for Internal Medicine approves permanent and temporary changes in resident complement.

Requests for changes in complement of three months' duration or less do not require approval from the Review Committee and should not be submitted in ADS.

The Review Committee reviews change-in-complement requests as needed, between full reviews of the program, and outside of its formally scheduled meetings.

Requests for changes in complement require approval of the designated institutional official (DIO) prior to being submitted to the Review Committee through the Accreditation Data System (ADS).

To officially submit a request for a change in the approved resident complement, a program director or coordinator must log into ADS and select "Complement Change" from the right-hand menu under the "Program" tab, enter all of the required information, and click "Submit Request to DIO." Following the DIO's approval, the request will be forwarded to the Review Committee for a 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 hold a status of Continued Accreditation (with or without Warning).

To request a temporary increase in complement, a program must hold 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 Resident Survey
- adequate faculty, facilities, patients
- 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, facilities, and funding), the Committee will consider "the desire and ability to educate an increased number of residents" as an adequate educational rationale.

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