



## **Requests for Changes in Resident Complement Review Committee for Pediatrics ACGME**

This specialty approves:

- Increases in resident complement (temporary and permanent)
- Complement by total

Requests for changes in resident complement require prior approval of the designated institutional official (DIO) and must be submitted through the Accreditation Data System (ADS).

To officially initiate a change in the approved resident complement, a program director must log into ADS and under the “Program” tab, select “Complement Change” from the right-hand menu. All complement change requests will be electronically sent to the DIO for approval, as dictated by the Institutional Requirements. If it is determined that Committee review is required, the materials submitted in ADS are forwarded to the Review Committee for consideration. The Review Committee Executive Director will notify the program director of the Committee’s decision.

Programs with a status 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 will be required to complete a request for a permanent increase in complement (instructions are also provided in the ADS):

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