Requests for Changes in Resident or Fellow Complement
Review Committee for Ophthalmology

This Review Committee approves:
- Temporary and permanent increases in resident or fellow complement
- Permanent decreases in resident or fellow complement
- Complement by total and year in the program

Temporary Increase in Complement for Up to One Month
A temporary increase in resident or fellow complement for up to one month does not require approval of the Review Committee.

Temporary Increase in Complement for More than One Month and Up to 90 Days
A temporary increase in resident or fellow complement for more than one month and up to 90 days must first be approved by the designated institutional official (DIO), after which approval must be requested from the Review Committee through the Accreditation Data System (ADS). This includes a temporary increase in the approved complement for a training year *even if* the program will not exceed its total approved complement.

An educational rationale must be submitted with the complement change request.

To initiate a request for a temporary increase for more than one month and up to 90 days in the approved complement, the program director must log into ADS and select "Complement Change" from the menu under the **Program** tab. The request will be electronically sent to the DIO for approval, as dictated by the Institutional Requirements. The DIO may approve the request, reject and delete the request, or reject and return the request for modifications. If the DIO approves the request, the information is submitted in ADS and forwarded to the Review Committee for consideration. A member of the Review Committee staff will notify the program of the Committee's decision.

Temporary Increase in Complement for 90 Days or Longer
A temporary increase in resident or fellow complement for 90 days or longer must first be approved by the DIO, after which approval must be requested from the Review Committee through ADS. This includes a temporary increase in the approved complement for a training year *even if* the program will not exceed its total approved complement.

Educational rationale, institutional procedural data, and proposed block diagram(s) must be submitted with the request. A downloadable institutional procedural data form is available once the request is initiated in ADS. Label each site with the same site number listed in the **Site** tab in ADS. Include any proposed new sites on the table with a note at the bottom identifying the site. If there are no procedures at a particular site, enter "0."

It is important that the proposed block diagram clearly demonstrates how the requested increase will impact the curriculum. If the program's block diagram *will not* change with the increase, submit the current block diagram, and include a detailed explanation of how there will be no change in the educational rationale. For residency programs, if there are more blocks than residents in a given program year, include an explanation of how residents rotate through the blocks.

The following program information in ADS will also be reviewed, and program information should be updated as needed: responses to citations; major changes and other updates; current block diagram; faculty member-to-resident/fellow ratio (ensure Faculty and Resident/Fellow Rosters are accurate); and Graduate Case Log Reports (these reports cannot be updated, but provide an explanation in the educational rationale if minimums were not met in the previous year's report).

To initiate a temporary increase for 90 days or longer in the approved complement, the program director must log into ADS and select "Complement Change" from the menu under the **Program** tab. The request will be electronically sent to the DIO for approval, as dictated by the Institutional Requirements. The DIO may approve the request, reject and delete the request, or reject and return the request for modifications. If the DIO approves the request, the information is submitted in ADS and forwarded to the Review Committee for consideration. A member of the Review Committee staff will notify the program of the Committee's decision.

Permanent Increase in Complement

A permanent increase in resident or fellow complement must first be approved by the Sponsoring Institution's Graduate Medical Education Committee (GMEC), after which approval must be requested from the Review Committee through ADS. Programs must hold a status of Continued Accreditation to be considered for a permanent complement increase. The Review Committee reviews permanent increase requests at its scheduled meetings and, as such, check meeting agenda closing dates in the Ophthalmology section of the ACGME website and plan accordingly before submitting such a request.

An educational rationale, institutional procedural data, and proposed block diagram(s) must be submitted with the request. The educational rationale should include a description of how a permanent complement increase will enhance resident education. A downloadable institutional procedural data form is available once the request is initiated in ADS. Label each site with the same site number listed in the **Site** tab within ADS. Include any proposed new sites on the table with a note at the bottom identifying the site. If there are no procedures at a particular site, enter "0."

It is important that the proposed block diagram clearly demonstrates how the requested increase will impact the curriculum. If the program's block diagram *will not* change with the increase, submit the current block diagram, and include a detailed explanation of how there will be no change in the educational rationale. For residency programs, if there are more blocks than residents in a given program year, include an explanation of how residents rotate through the blocks.

The following program information in ADS will also be reviewed and program information should be updated as needed: responses to citations; major changes and other updates; current block diagram; faculty to resident/fellow ratio (ensure Faculty and Resident/Fellow Rosters are accurate); and Graduate Case Log Reports (these reports cannot be updated, but provide an explanation in the educational rationale if minimums were not met in the previous year's report). To initiate a permanent change in the approved complement, the program director must log into ADS and select "Complement Change" from the menu under the **Program** tab. The request will be electronically sent to the DIO for approval, as dictated by the Institutional Requirements. The DIO may approve the request, reject and delete the request, or reject and return the request for modifications. If the DIO approves the request, the information is submitted in ADS and forwarded to the Review Committee for consideration at its next scheduled meeting. A member of the Review Committee staff will notify the program of the Committee's decision.

Permanent Decrease in Complement

A voluntary permanent decrease in resident or fellow complement must first be approved by the Sponsoring Institution's GMEC, after which approval must be requested from the Review Committee through ADS. The request in ADS should be made *after* the effective date of the decrease has passed.

An educational rationale, proposed block diagram, and clinical data must be submitted with the request. The proposed block diagram should include all training years of the program. If the program's block diagram will not change with the decrease, include an explanation in the educational rationale and submit the current block diagram. The following program information in ADS will also be reviewed, and program information should be updated as needed: responses to citations; major changes and other updates; current block diagram; faculty to resident/fellow ratio (ensure Faculty and Resident/Fellow Rosters are accurate); and Graduate Case Log Reports.

To initiate a permanent decrease in the approved complement, the program director must log into ADS and select "Complement Change" from the menu under the **Program** tab. The request will be electronically sent to the DIO for approval, as dictated by the Institutional Requirements. The DIO may approve the request, reject and delete the request, or reject and return the request for modifications. If the DIO approves the request, the information is submitted in ADS and forwarded to the Review Committee for consideration at its next scheduled meeting. A member of the Review Committee staff will notify the program of the Committee's decision.

Email questions to Accreditation Administrator Shellie Bardgett, MPH:sbardgett@acgme.org.