

## Requests for Changes in Resident Complement Review Committee for Dermatology

This Review Committee approves:

- Temporary and permanent increases in resident or fellow complement
- Complement total only

### Temporary Increase in Complement

*A temporary increase in resident or fellow complement for up to 90 days does not require Review Committee approval.* Temporary increase requests of greater than 90 days must be submitted through the Accreditation Data System (ADS) and require approval by the Review Committee.

Requests for **TEMPORARY** increases are typically due to extenuating circumstances, usually involving a current resident needing to extend education and training. This could be due to resident performance concerns (e.g., resident needing remediation before graduating) or excessive time away from the program (e.g., extended medical leave during residency) that is impacting achievement of competence. It is important to note that temporary increases should not be used for requests to expand the program complement with additional residents. Temporary increases should not be multi-year requests or submitted with intent to annually renew. Temporary increases are designed to temporarily extend the program for current residents who may need to finish off cycle.

To initiate a request for a temporary increase, 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 designated institutional official (DIO) for approval, as outlined in 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 submitted in ADS will be forwarded to the Review Committee for consideration. A member of the Review Committee staff will notify the program of the Committee’s decision.

To request a temporary increase in complement, a program must have a status of Continued Accreditation (with or without Warning) or Initial Accreditation (with or without Warning).

***The Review Committee reviews temporary complement change requests as needed, between full reviews of a program, and outside of its formally scheduled meetings. It may take up to three weeks to receive the final decision regarding a request.***

### Permanent Increase in Complement

A permanent change in complement should be requested when the program desires to expand the total resident complement in an ongoing manner to a higher total than currently approved (as published on the ACGME’s ADS public site). This type of request should occur only after gaining institutional support for the expansion and after the program director carefully weighs the impact of adding to the current complement of residents. It is imperative that programs plan well in advance for permanent expansions. Candidates should not be matched into a program before such a request is approved by the Review Committee. Since these requests are reviewed at a Review Committee meeting, they must be received by the relevant meeting’s agenda closing deadline, which is posted in the [Dermatology](#) section of the ACGME website. If

a program misses a published deadline for a meeting agenda, the request will be placed on the agenda for the next Review Committee meeting. **Programs typically receive an email notification within five days of the meeting with the Committee's decision.**

When considering a permanent complement change request, the Committee reviews the program's current accreditation status, recent program history, Resident/Fellow Survey data, Case Logs, and program resources. A site visit may be required for a permanent complement change request, depending on the details of the request.

To initiate a request for a permanent increase, 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 outlined in 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 submitted in ADS will be forwarded to the Review Committee for consideration. A member of the Review Committee staff will notify the program of the Committee's decision.

Programs must hold a status of Continued Accreditation to be considered for a permanent complement increase. 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.