

Requests for Changes in Resident Complement Review Committee for Family Medicine

The Review Committee reviews temporary and permanent complement change requests (*by year and total*) as needed, between full reviews of a program, and outside of its formally scheduled meetings. All complement change requests must be submitted through the Accreditation Data System (ADS).

Temporary Increase in Complement

A temporary increase in complement for up to 90 days does not require approval from the Review Committee and should not be submitted in ADS.

To initiate a request for a change in the total approved resident complement, a program director must log into ADS and select “Complement Change,” enter all required information, and click “Submit Request to DIO.”

Following the designated institutional official's (DIO's) approval in the system, the request will be forwarded to the Review Committee for a final decision. The Review Committee may request clarifying information from the program before making its final decision.

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

Requests for **TEMPORARY** increases are typically due to extenuating circumstances, such as resident remediation, medical leave, or resignations, and are therefore PGY-specific and not applied across all educational levels for a program.

The Review Committee will request additional information should it determine that a **temporary** increase request is for a **three-year period** (PGY 1-3). Contact the Review Committee staff directly with questions.

Permanent Increase in Complement

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. A site visit may be required for a complement change request, depending on the details of the request.

Consideration for approval will be given to programs with:

- adequate core family medicine physician faculty members (program requirement II.B.4.b)) in place to ensure the ratio of one core family medicine physician to every six residents;
- adequate resident clinic visits (family medicine practice (FMP) continuity, panel management, and hours);
- reasonable compliance on the most recent ACGME Resident/Fellow Survey; and,
- stable administrative structure and program leadership.

Additional Information

If a program determines that a previously approved temporary complement increase is no longer needed, the program director or program coordinator can remove the temporary complement increase in ADS. Programs may not remove previously approved permanent complement increases without Review Committee approval.

Note: it may take up to three weeks to receive the final decision regarding a request.

To check the status of a request, or for any questions not answered by the instructions above, contact Review Committee staff members. Contact information can be found on the Overview tab of the [Family Medicine](#) section of the ACGME website.