



## **Requests for Changes in Resident Complement Transitional Year Review Committee**

This Review Committee approves:

- Temporary and/or permanent increases in resident complement
- Complement by year

A temporary or permanent increase in complement for transitional year residency programs requires prior approval of the designated institutional official (DIO), and must be reported to the Transitional Year Review Committee (TYRC) through the ACGME's Accreditation Data System (ADS).

To officially initiate a request for a change in the approved resident complement, program directors must log into ADS and select "Complement Change" from the right panel under the "Program" tab. All complement change requests will be electronically sent to the DIO for approval. After the DIO has approved the complement change request, the materials submitted in ADS are forwarded to the TYRC for review and a final decision. Programs will be notified of the Committee's final decision by the Executive Director of the Review Committee.

Programs must hold a status of Continued Accreditation to be considered for a temporary or permanent complement increase. Programs with statuses of Continued Accreditation with Warning, Initial Accreditation, Initial Accreditation with Warning, or Probationary Accreditation are not eligible for an increase. A site visit may be required for complement change requests, depending on the details of the request.

The following documents/information are required to complete a request for a temporary or permanent increase in complement (instructions are also provided in ADS):

- Educational rationale for the change
- Faculty-to-resident ratio
- Major changes in the program since its last review
- Responses to previous citations
- Current block diagram
- Proposed block diagram, if different from the current block diagram