

## **Requests for Changes in Resident Complement Review Committee for Neurological Surgery**

This Review Committee approves:

- Increases in resident and fellow complement
- Resident complement by year and total

Programs with a status of Continued Accreditation without Outcomes, Continued Accreditation with Warning, Initial Accreditation, Initial Accreditation with Warning, or Probationary Accreditation are not eligible for a permanent increase or permanent (voluntary) decrease. A site visit may be required for complement change requests, depending on the details of the request.

Depending on the date of submission, the Review Committee may review temporary increase requests on an interim basis or place them on the meeting agenda for the next scheduled Review Committee meeting. The Review Committee reviews permanent increase requests at its scheduled meetings. All required materials must be received by the agenda close date. Meeting dates and their agenda close dates are published on the [Neurological Surgery](#) section of the ACGME website.

### **Temporary Increase in Complement for Up to 90 days in Residency programs**

A temporary increase in resident complement for up to 90 days does not require approval of the Review Committee.

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

### **Temporary Increase in Complement for More than 90 Days in Residency programs**

A temporary increase in resident complement for more than 90 days must first be approved by the designated institutional official (DIO), after which approval must be requested from the Review Committee through the ACGME's Accreditation Data System (ADS). This includes a temporary increase in the approved complement for the residency by year and total.

To initiate a request for a temporary increase for more than 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. Review Committee staff members will contact the program if additional information is required to process the request.

An educational rationale for the increase, Clinical data, and current and proposed block diagrams must be submitted with the request. A downloadable clinical 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 the program profile 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 schedule 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.

The following 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 Rosters are accurate); and Graduate Case Log Reports. While these reports cannot be updated, the program can provide an explanation in the educational rationale if minimums were not met in the previous year's report.

### **Temporary increase in Complement for up to 21 Days in Fellowship programs**

A temporary increase in resident complement for up to 21 days does not require approval of the Review Committee.

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

### **Temporary Increase in Complement for More than 21 Days in Fellowship programs**

A temporary increase in resident complement for more than 21 days 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 the residency by year (if applicable) and total.

To initiate a request for a temporary increase for more than 21 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. Review Committee staff members will contact the program if additional information is required to process the request. An educational rationale for the increase must be submitted with the request.

### **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.

To initiate a request for 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. Review Committee staff members will contact the program if additional information is required to process the request.

An educational rationale for the increase, institutional procedural data, and current and proposed block diagrams 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 schedule 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.

The following 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. While these reports cannot be updated, the program can provide an explanation in the educational rationale if minimums were not met in the previous year’s report.

### **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 for the decrease, 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 member 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 Review Committee staff members, contact for whom can be found on the Neurological Surgery section of the ACGME website.