

## REQUESTS FOR CHANGES IN RESIDENT COMPLEMENT PHYSICAL MEDICINE AND REHABILITATION

Updated January 2010

This specialty requires advance approval for:

- Temporary resident complement increases.
- Permanent resident complement increases of >3 total for the program.

A permanent decrease in resident complement requires prior approval of the DIO, and must be reported to the RRC through the Accreditation Data System (ADS). An educational rationale will be required. Increases will require additional documentation and DIO approval prior to RRC review. To officially initiate a change in the approved resident complement, programs must login to the ADS and under *Request Changes* select *Approved Positions* from the menu on the left. All complement change requests will be electronically sent to the DIO for approval as required by the Institutional Requirements except when **permanent** changes are requested during site visit preparation (the DIO approval is provided via signature on the Program Information Form). After the DIO has approved the complement change request, the materials submitted in ADS are forwarded to the RRC for review and a final decision. You will be notified by the RRC Executive Director upon final decision by the RRC.

Programs must be fully accredited to be considered for a complement increase. Additionally, programs with a status of probation or warning are not eligible for an increase. A site visit may be required for a permanent complement change requests depending on the details of the request.

The following documents/information will be required to complete a request for a permanent increase in complement of >3 positions total for the program.

- Educational rationale for change
- Proposed block diagram
- Current block diagram
- Program history
- Faculty resident ratio
- Address previous areas of noncompliance (last full program review)
- Address major changes in program