Resident Complement – ACGME Approval

GMEC approved: November 2008
GMEC revised: July 2011
GMEC updated and approved: March 2015
GMEC reviewed and approved: April 2017

Purpose

To ensure that all WSU SOM ACGME accredited residency programs adhere to the ACGME requirement that all ACGME accredited residency programs do not exceed their approved complement of residents and to provide programs with the requirements for applying for an approved increase in complement.

Policy:

In order to comply with the ACGME requirement that the number of approved residents does not exceed the number of active residents, the Graduate Medical Education Committee (GMEC) will review the status of each program on an annual basis during review of the residency program’s submission in the ACGME’s Accreditation Data System and through review of the program’s Annual Program Evaluation. Programs with more approved residents than active residents must submit an explanation to DIO and the GMEC. In the unexpected event that the number of residents exceeds the number of approved residents, the program must apply for a complement increase through the ACGME.

Requirements for application for complement increase

ACGME Review Committees require prospective approval for increase in resident/fellow complement. The financial costs of resident/fellow positions are borne by participating sites, and an appropriate prospective review must direct the planning process. In addition, timing is important – the participating sites have individual financial years, and timing of the request should align with the appropriate interval for its consideration.

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

Per ACGME Policy the RRC will consider requests for a change in complement between full reviews through the Accreditation Data System (ADS) mechanism. Consideration for approval will be given to programs with:

• An accreditation status that is not on warning/probation
• No serious duty hour violations
• Reasonable compliance on the most recent Resident Survey
• Adequate faculty, facilities, patients
• A sound educational rationale
• A stable administrative structure and program leadership

An application for increasing the complement of a program must be completed and approved by the GMEC (see WSU Complement Increase Application). This application must include an educational rationale for this change in the resident complement and must also include financial support for the increase.

The educational rationale for an increase in resident complement need not be an educational innovation or change in program structure. For programs in good standing that can demonstrate that they have adequate resources (patients, faculty, facilities, and funding), the Committee will consider “the desire and ability to educate an increased number of residents” as an adequate educational rationale. However, the Review Committee will carefully consider how the complement increase will affect the residency program.

Any request for an increase in complement that is received within a year of an anticipated full review with site visit will be approved on a temporary basis until the full review can be completed. A decision on a permanent increase will be made at the time of the full review.

Permanent and temporary increases in resident complement require prior approval of the designated institutional official (DIO), and must be submitted to the Review Committee through the Accreditation Data System (ADS) for prior approval.

Procedure

1. Program identifies need to apply for complement increase – temporary or permanent.
2. Program director completes WSU Complement Increase Application – including educational rationale and financial consideration
3. Program director submits application to the GMEC for approval to proceed with application
4. Once the GMEC approves the application the program director will officially initiate an application for a change in the approved complement ACGME ADS by selecting “Complement Change” from the right panel under the “Program” tab.
5. The application will be sent electronically to the DIO for approval – the application will not go forward without DIO approval
6. After the DIO has approved the request, the materials submitted in ADS are forwarded to the Review Committee for a final decision.
7. Once the complement increase is approved the program may proceed with recruiting to fill the new position

Monitoring

ACGME accredited program resident complement numbers will be reviewed by the GMEC during the Annual Program Evaluation and review of the residency programs ADS update to ensure compliance with this policy.

All applications for complement increase will be reviewed and approved by the GMEC before official
application may be made to the ACGME.