

Requests for Changes in Resident or Fellow Complement Review Committee for Radiology

The Review Committee approves:

- Temporary and permanent increases in resident or fellow complement
- Permanent decreases in resident or fellow complement
- Complement by total

To initiate a request for a change in complement, the program director must log into the accreditation Data System (ADS) and select “Complement Change” from the menu under the **Program** tab. The request will be electronically sent to the designated institutional official (DIO) for approval, as outlined in 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 submitted in ADS will be forwarded to the Review Committee for consideration. A member of the Review Committee staff will notify the program of the Committee’s decision.

Temporary Increase in Complement

A temporary increase in resident/fellow complement for up to 90 days does not require submission or review by the Review Committee. Temporary increase requests of greater than 90 days must be submitted through ADS and require approval by the Review Committee.

A temporary increase in resident or fellow complement must first be approved by the program’s DIO, after which approval from the Review Committee must be requested through ADS. An educational rationale must be submitted with the complement change request.

Permanent Increase in Complement

A permanent change in resident complement, increase or decrease, requires prior approval by the DIO, after which approval must be requested from the Review Committee through ADS. A request for a permanent increase requires more documentation than a temporary increase request, including:

- Educational rationale for the change
- Core faculty-to-resident ratio
- Major changes in the program since its last review
- Response to previous citations
- Current block diagram
- Proposed block diagram
- Clinical/patient data

Programs must hold a status of Continued Accreditation or Continued Accreditation without Outcomes to be considered for a permanent complement increase. Programs with statuses 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.