

Requests for Changes in Fellow Complement Review Committee for Otolaryngology – Head and Neck Surgery

This Review Committee approves:

- Temporary and permanent increases in complement
- Permanent (voluntary) decreases

To initiate a change in the approved fellow complement, program directors must log into the Accreditation Data System (ADS) and select “Requests,” then “Complement Change,” from the menu under the “Program” tab. All complement change requests will be electronically sent to the designated institutional official (DIO) for approval, as outlined in the ACGME Institutional Requirements. The DIO may approve the request, reject and delete the request, or reject and return the request to the program for modifications. After the DIO has approved the request, the information is forwarded to the Review Committee staff members for consideration. Review Committee staff members will contact the program if additional information is required to process the request.

Eligibility

In some instances, a site visit may be required depending on the information provided and the nature of the request. Programs must hold a status of Continued Accreditation to be considered for a permanent increase. Programs with statuses of Continued Accreditation without Outcomes, Continued Accreditation with Warning, Initial Accreditation, Initial Accreditation with Warning, or Probation are not eligible for a permanent increase but may apply for a temporary increase.

Programs with current citation(s) are not eligible for a permanent increase. Programs that are seeking a permanent increase in complement and have current citation(s) are encouraged to reach out to Review Committee staff members. Contact information can be found on the [Otolaryngology – Head and Neck Surgery](#) section of the ACGME website.

Temporary Increase in Complement for Up to 21 days in Fellowship Programs

A temporary increase in fellow complement for up to 21 days does not require approval by the Review Committee and should not be submitted in ADS.

Temporary Increase in Complement for More than 21 Days in Fellowship Programs

A temporary increase in fellow complement for more than 21 days must first be approved by the DIO, after which Review Committee approval must be requested through ADS; requests will be reviewed on an ad hoc basis. Depending on the date of submission, the Review Committee may place temporary increase requests on the agenda for the next scheduled Review Committee meeting. All required materials must be received by the agenda closing date for the applicable meeting. Meeting and agenda closing dates are published on the [Otolaryngology – Head and Neck Surgery](#) section of the ACGME website.

An educational rationale for the increase must be submitted with the request via ADS. The educational rationale should describe the specific circumstances for the temporary increase, including the provisions that will be taken to ensure adequacy of support (funding) and educational resources for the duration of education and training, as well as the name of the

fellow (if applicable). It is important that the proposed block diagram clearly demonstrate 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 in the educational rationale of why there will be no change.

Permanent Increase in Complement

A permanent increase in fellow complement must first be approved by the Sponsoring Institution's Graduate Medical Education Committee (GMEC), after which Review Committee approval must be requested through ADS. Requests for permanent increases in complement are considered only at Review Committee meetings, which occur three times per year. Programs should monitor meeting agenda closing dates on the [Otolaryngology – Head and Neck Surgery](#) section of the ACGME website to ensure timely submissions and/or to meet recruitment needs.

An educational rationale for the permanent increase and proposed block diagram(s) must be submitted with the request via ADS. The educational rationale should include a description of how a permanent complement increase will enhance fellow education. It is important that the proposed block diagram clearly demonstrate how the requested increase will impact the curriculum. If the program's block diagram will not change with the increase, submit the current block diagram and include an explanation in the educational rationale.

The following program information in ADS will be reviewed and should be updated as needed prior to submission: response(s) to citation(s); major changes and other updates; current block diagram; faculty-to-fellow ratio (ensure that Faculty and Fellow Rosters are accurate); and Graduate Minimums Reports (these reports cannot be updated, but 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 fellow complement must first be approved by the Sponsoring Institution's GMEC, after which Review Committee approval must be requested through ADS. The request in ADS should be made *after* the effective date of the decrease has passed.

An educational rationale for the decrease and proposed block diagram must be submitted with the request. The proposed block diagram should include all 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-to-fellow ratio (ensure that Faculty and Fellow Rosters are accurate); and Graduate Case Log Reports.

Email questions to Review Committee staff members, contact information for whom can be found on the [Otolaryngology – Head and Neck Surgery](#) section of the ACGME website.