

Dept. Procedure Title:	Permanent Complement Increase Request Policy - GME	Procedure ID:	12826
Keywords	complement, increase		
Department:	Graduate Medical Education (GME)		

I. Purpose of Procedure

This procedure defines the way Program Directors may request a permanent increase in the number of Residents in established, Accreditation Council for Graduate Medical Education (ACGME)-accredited training programs at Dartmouth-Hitchcock (D-H).

II. Procedure Scope

This procedure applies to Program Directors of ACGME-accredited training programs, Department Chairs, the Chief Academic Officer, Graduate Medical Education Committee (GMEC), and to the Designated Institutional Official (DIO) at D-H.

III. Definitions

- **Resident:** Any physician in an ACGME-accredited graduate medical education program including Residents and Fellows.

IV. Equipment – N/A

V. Procedure

A. Request for Permanent Complement Increase

1. The Program Director requests a permanent increase to the number of Residents in an established training program by submitting a written request with the Program Director and Department Chair signature to the Graduate Medical Education Committee (GMEC).
2. The request to the GMEC to increase the number of Residents must include:
 - Specifically establish the educational rationale.
 - Detail the distribution of positions including the number of Residents per year and total number of Residents.
 - Review the adequacy of the case/procedural volumes to support the requested increase (data required) taking into consideration the impact on established learners.
 - Determine the impact of additional Residents on other training programs.
 - Provide letters of support from programs providing required rotations and from programs that could be affected by an increase in complement.
 - Provide assurance that adequate space is available to support the presence of additional learners or identify what steps will be taken to address any space needs.
 - Review current ACGME Review Committee citations and program response.
 - Provide a completed Letter of Financial Support template signed by the Service Line Leader.
3. GMEC reviews and votes upon the petition to increase the complement.

4. GMEC communicates any recommendations to the Program Director and Chair of the Department requesting the increase (DIO responsibility).
5. If the GMEC recommends approval to increase the complement, the recommendation to approve is forwarded to the Chief Academic Officer.
6. If the Chief Academic Officer approves the increase, the Program Director is permitted to apply to the respective specialty Review Committee via the ACGME Accreditation Data System (ADS) to increase the number of Residents in the established training program.
7. Once submitted, the DIO signs off on the request in ADS.

VI. References - N/A

Responsible Owner:	Graduate Medical Education (GME)	Contact:	Karen Miller
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