



Complement Change Requests

gme-adm-0025

About This Policy

Effective Dates:

05-25-2017

Last Updated:

11-15-2023

Responsible University Administrator:

Senior Associate Dean for GME

Policy Contact:

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Scope

This policy applies to all Indiana University School of Medicine (IUSM) Graduate Medical Education (GME) resident physicians and residency programs.

Policy Statement

All requests for changes in resident complement must be submitted to the GMEC Executive Committee for review. The GMEC Executive Committee will present these requests to the GMEC for their review and approval.

Reason For Policy

The purpose of this policy is to address the steps required for requesting an increase in resident complement.

Procedure

In order to initiate the request, program directors must contact the Assistant Director of the GME Office, who will provide the application. Any additional support documents can be attached to this application.

The GMEC Executive Committee will review the application and assess program quality, funding availability, and impact on current residents. The GMEC Executive Committee may require the program director to attend the meeting to answer questions about the application.

Application Process:

1. All applications must be submitted by the deadline provided by the GME Office.
2. The GMEC Executive Committee will review all applications and support data for each program making a request.
3. The Committee will make a recommendation approving or disapproving the request. Funding for the program changes should also be determined.
4. If approved by the GMEC Executive Committee, the application will then go to the GMEC for review. Applications that are not approved can work with the GME Office to further refine their request.

5. If the program needs to have additional positions approved by their ACGME RC, they can work with the Assistant Director for Accreditation to accomplish the task in WebADS.

Definitions

ACGME is the Accreditation Council for Graduate Medical Education.

GMEC is the Graduate Medical Education Committee.

RRC is the Residency Review Committee.

A *resident* is an IUSM resident or fellow, or a non-IUSM resident or fellow electively rotating through IUSM who provides clinical care as part of a GME program.

Implementation

The Designated Institutional Official (DIO) for GME is responsible for implementation of this policy.

Oversight

Policy authority for this document resides with the Graduate Medical Education Committee. The DIO and the Graduate Medical Education Committee are responsible for oversight. This policy will be reviewed every three years or more often if deemed necessary.

Forms

[Program Complement Increase Template](#)

History

1. Policy gme-adm-0025 approved by GMEC and published on 14 November 2012.
2. Policy reviewed, updated, and approved by GMEC on 24 May 2017.
3. Policy updated for formatting 02 March 2018.
4. Policy updated for formatting 27 June 2018.
5. Policy updated 16 October 2023.
6. Policy approved by GMEC 15 November 2023.