

PROCEDURE GME038

Subject: APPROVAL OF COMPLEMENT INCREASES

Effective Date:
May 1, 2021

Applies to: HOUSTON METHODIST HOSPITAL SYSTEM - GME PROGRAMS

Date Revised:

Originating Area: GRADUATE MEDICAL EDUCATION COMMITTEE

Target Review Date:
May 2024

I. GENERAL STATEMENT

Each GME program should be aware of the resident complement limits as identified on their most recent accreditation/approval letter and must be in compliance with that complement. A GME Program's resident complement must be commensurate with the ability and capacity of the program to provide each resident with a sufficient educational experience. The GMEC reviews and approves all requests for temporary and permanent complement increases.

II. PROCESS FOR SUBMISSION OF REQUEST FOR COMPLEMENT INCREASE

A. The following guidelines must be followed for requesting a temporary or permanent complement increase for ACGME-accredited and TMB/GMEC approved programs. *NOTE: This process does not apply to temporary complement increases that are necessary due to program extensions arising from absences due to illness or leaves of absences, or adverse academic actions. Programs may submit these temporary complement increases directly to the GME Office for review and approval by the GME Committee. **Temporary increases where programs desire to add a new resident/fellow to the program that exceeds the approved complement, must follow this process.***

1. Programs must be in good standing with the ACGME, or their respective accrediting/approving authority, as well as the GMEC (no probation or warning) and not have any serious areas of concern, as determined by the GMEC Accreditation Subcommittee, on either the ACGME or GME Surveys
2. Requests for complement increases should be anticipated within a reasonable time span in order to allow time for submission to the ACGME or other accrediting/approving body and for the inclusion in the NRMP quota, if applicable.
3. Prior to submitting a temporary or permanent complement increase to the accrediting/approving body, programs must document the following items on the attached form.
 - a. The total number of positions being requested and whether the requested increase is permanent or temporary. In the case of a

- temporary increase, include the duration of the temporary increase.
- b. A brief description of the educational rationale for the change. This may include the exposure of fellows to new technology and the development of rotations that amplify or expand educational experiences. The narrative should justify the request in terms of institutional support, funding, emerging technology, clinical experiences, faculty support, and other institutional facilities that are available. Include the proposed implementation plan. The rationale must be exclusively educational and not based on specialty/service demands. An increase in complement will not be approved solely on the basis of service requirements.
 - c. Detail the distribution of positions including the number of residents per year and total number of residents, before and after the proposed increase takes effect.
 - d. Review the adequacy of the case/procedural volumes to support the requested increase (data may be required) taking into consideration the impact on established learners.
 - e. Determine the impact, if any, of additional residents on other training programs.
 - f. Provide a brief update detailing any major changes in the training program since the last academic year.
 - g. Provide an updated block diagram along with the faculty ratio
 - h. Provide evidence of funding to support the increase from either the hospital or the Department with documentation of the agreement with department or foundation/grant. Funding must cover the duration of training. For departmental funded positions, a financial guarantee agreement will be required between the Department and the GME Office to set forth the terms and conditions of the funding.
4. The GMEC Accreditation Subcommittee will review the following materials:
 - a. The submitted complement increase request form
 - b. The program's current citations (with responses)
 - c. Most recent ACGME and/or GME survey results
 5. If approved by the GMEC Accreditation Subcommittee, the approval will constitute a recommendation to the Hospital Administration to support the increase. If Hospital Administration approves the increase, the Program Director is permitted to submit their request to their accrediting/approving authority. ACGME programs submit via the ADS. Once submitted, the DIO will then sign-off on the request in the ACGME Accreditation Data System. Should Hospital Administration not approve the increase, a program may still accept responsibility for the increase by signing a financial guarantee agreement with the GME Office.