**SUBJECT:** Request for New Temporary or Permanent FTE/Changes in Resident Complement

**INTENT:** The Graduate Medical Education Committee (GMEC) must approve all changes in resident complement.

**POLICY STATEMENT:** The GMEC will approve all requests for changes in resident complement. Each program should be aware of the resident complement limits as identified on their most recent accreditation letter.

**DESCRIPTION:**

1. All programs will be in compliance with the resident complement as identified on their most recent letter of accreditation.

2. Any requests for changes in resident complement must first be approved by the GMEC and then by the Associate Dean for GME/DIO prior to submission to the ACGME. (see attachment)

3. Any increase in complement must be justified to the GMEC. This requires identification of resources needed to support additional FTE, including financial resources and education resources and when necessary specific patient experiences. Increase in compliment will not be granted purely on the basis of service requirements. Program directors must also comment on the impact of increasing FTE on the current residents in the program and also identify potential effects on any other residency training programs.

4. Approval must also be obtained for temporary complement increases necessitated by residents who began training off-cycle or by residents whose remediation program(s) required prolongation of the standard training cycle. Approval will nearly always be granted for these reasons.

5. GMEC approval to permanent complement increases is subject to further review and approval by UF Health Executive Leadership.

Last Reviewed and Approved: Graduate Medical Education Committee
February 12, 2015