

## Guidelines for Requesting an Increase in Trainee Complement

I. **Educational Rationale:** Provide a detailed explanation of the educational rationale for your request. For example, additional trainee/s would:

- Support new rotation/s\* or other educational experiences to provide:
  - training in new technology
  - expanded opportunities for training in sub-specialty areas
  - added elective time

*\*Be sure to include an explanation of why adding this new rotation/experience requires an expansion in number of trainees.*

- Allow program to meet (new) accreditation requirements
- Enhance recruitment
- For small programs, achieve a “critical mass” of trainees in order to enhance the learning environment (be specific)
- Provide increased time for didactics and/or research
- Improve the experience on defined rotation/s (be specific about what improvements would result)
- If applicable, comment on physician workforce issues if there is a recognized need for more practitioners in this (sub) specialty

**Note:** Programs often propose a complement increase with the reasoning that clinical service volume has increased. The education committees generally do not view this as a sufficient reason in itself to approve an increase. There must be a clear rationale as to how the proposal improves education.

II. **Resources:** In order to justify an increased complement, you must show that you have the resources to support the education of an increased number of trainees without any negative impact on the current trainee/s in your program, or trainee/s in related (sub) specialty GME programs. Please comment on such factors as:

- Clinical volume, especially where specific quotas are required by ACGME or ABMS
- Number of faculty (provide current and projected ratio of faculty and residents)
- Space and facilities (i.e., educational space such as conference rooms, lab and/or clinic space; call rooms and other support space and resources, such as computers)
- Impact on affiliates
- How will the position(s) be funded? Please note that approval of an increase in trainee complement from the hospital's education committee and/or from the RRC does not imply that institutional funding is available. The program must ascertain the availability of appropriate funding before recruiting trainees to the additional position(s)\*.

III. **Implementation Plan:** Submit a proposed implementation plan for the total increase in resident complement, including the following:

- The current number of residents and the requested total number (both by program year, for multi-year programs)
- A timetable of increased recruitment (e.g., a four-year program might add one resident per year each of the next four years; a one-year program might add one position starting AY 10-11)
- Attach block diagrams of both the current and proposed trainee rotation schedules for the entire program

#### IV. **Program Review**

- Attach a copy of the most recent ACGME accreditation letter for the program. (If the number of ACGME-accredited positions is not shown on this letter, or is not accurate, please verify with the RRC.)
- Attach a copy of the program's latest internal review and any requested follow-up reports.

**\*Any additional FTEs to be supported by hospital or departmental funds must be endorsed by the Department Chair, after discussion with the Clinical Vice-President.** If the program is integrated, approval of both BWH and MGH Chairs and VPs must be submitted.