

Complement Distribution Change Guidelines

Review Committee for Otolaryngology - Head and Neck Surgery

The Review Committee for Otolaryngology - Head and Neck Surgery approves complement by year and total. If a program wishes to fill a vacancy in the resident complement, it should be filled at the same level in which the vacancy occurs. Exceptions must be approved by the Review Committee (see [Program Requirement III.B.1.](#)). To submit an exception request, the following information is required:

- Educational rationale for the change in resident complement distribution by year
- Current block diagram
- Proposed block diagram

Once a change in complement distribution is approved, programs are expected to submit a temporary complement increase request at least six months before the off-cycle resident is promoted to the last year of the Otolaryngology - Head and Neck Surgery residency program. Guidelines for submitting a temporary complement request can be found on the Review Committee's [Documents and Resources](#) webpage.

Submit exception requests and any questions to the Review Committee Accreditation Administrator; contact information for whom can be found on the [Otolaryngology - Head and Neck Surgery](#) section of the ACGME website.