A letter of recommendation from the Chair of the Department(s) for a permanent increase in the number of trainees must be submitted, along with the Request for Complement Increase, to the Program Quality and Compliance Committee, at least two weeks prior to the Q&C meeting date when you would like this item considered. The Q&C committee meets monthly.

The letter from the Chair is to make sure that funding requests are in-line and that Program Director, faculty and Program Coordinator support is assured. Those requirements for support can be found in the ACGME’s Specialty Specific Program Requirements, found [here](https://www.acgme.org/globalassets/pdfs/specialty-specific-requirement-topics/dio-pd_qualifications_102023.pdf).

The letter should include the following:

* + - 1. Prior to requesting an increase, the Department Chair should review the [Required Dedicated Time](https://www.acgme.org/programs-and-institutions/institutions/institutional-application-and-requirements/) (scroll to the bottom of the page) for required time of a Program Director, faculty and Program Coordinator.
1. There should be a clear statement of the sufficient dedicated professional time to perform the vital activities required to sustain an accredited program (time allotment and % of salary) that will be provided the Program Director, faculty and Program Coordinator. (Program directors and, as applicable, members of the program leadership team, who are new to the role may need to devote additional time to program oversight and management initially as they learn and become proficient in administering the program. It is suggested that during this initial period the support described above be increased as needed.)

**MEMORANDUM**

Date

**TO:** MUSC Program Quality and Compliance Committee

**FROM:** Departmental Chair

**RE:** Letter of Support for complement increase in BLANK training program

The training program, NAME HERE, has my full support to permanently increase the number of trainees, starting in the BLANK academic year.

I have reviewed the Program Requirements for the NAME HERE program which are posted on the ACGME (or CODA) website, and can assure the Q&C Committee that this program can comply with all requirements in relation to increased program director, faculty, and coordinator requirements. In addition, I have discussed the potential impacts of additional trainees on the required off service rotations with both the chair and PD of the involved departments. This *meets/exceeds* the ACGME (or CODA) requirements for this program.

We plan to use *departmental funds/ask GME SMP* for funding for the additional positions. We understand that funding does not guarantee approval by the Q&C Committee.

Sincerely,

Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair, Department of \_\_\_\_\_\_\_\_\_\_\_\_\_

Cc: Program Director