INTRODUCTION TO THE FELLOWSHIP MATCH

Jeanette Calli, MS, Chief of Match Operations

David Dojcsak-Sparks, MBA, Senior Manager of Policy and Compliance

Thursday, July 20, 2023

AGENDA

- Introduction and Myth-busting

- Match Schedules

- Getting Started
  - Program Activation, Set-up and Quota Changes

- Match Policy

- Creating and Certifying a Rank Order List (ROL)

- The Matching Algorithm

- Match Day!

- Q & A

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NRMP MATCHING PROGRAMS

2023 Main Residency Match®

- 42,952 active applicants/6,270 programs

- 40,375 PGY-1 and PGY-2 positions

- 93.3% overall position fill rate, 99.1% with SOAP®
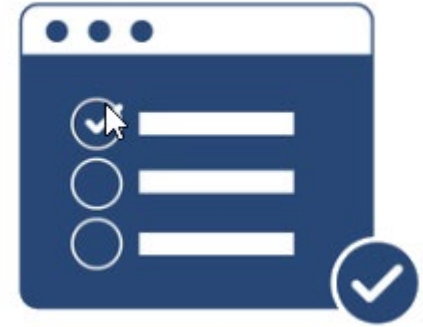
Specialties Matching Service® (SMS) - 22 Fellowship Matches

- 5,734 programs in 73 subspecialties for the 2023 appointment year

- 13,365 fellowship positions

- 11,548 positions (86.4%) were filled

- 4,517 programs (78.8%) filled all positions

- 13,919 applicants participated in at least one Fellowship Match and 83% obtained a position

CORRECTING MYTHS AND MISCONCEPTIONS

NRMP is a <u>matching</u> program that allows participants to register for Matches, create rank order lists (ROLs), and receive Match results.

- NRMP and ERAS are separate organizations and systems
- NRMP does not know who has applied to your program or who you have interviewed
- NRMP does not set eligibility requirements or qualifications for fellowship applicants
- NRMP does not know when program information changes on ACGME®

MATCH ROLES AND RESPONSIBILITIES

- **Institutional Official (IO):** provides oversight for all programs in the Match, activates programs, and approves changes (usually the ACGME DIO)

- **Institutional Administrator (IA):** assists the IO with administering programs in the Match

- **Program Director (PD):** manages the program's participation in the Match including adding program tracks, entering reversions, changing the quota, certifying the ROL, and editing a certified ROL

- **Program Coordinator (PC):** assists the PD with administering the program including viewing program details, entering the ROL, and updating program information
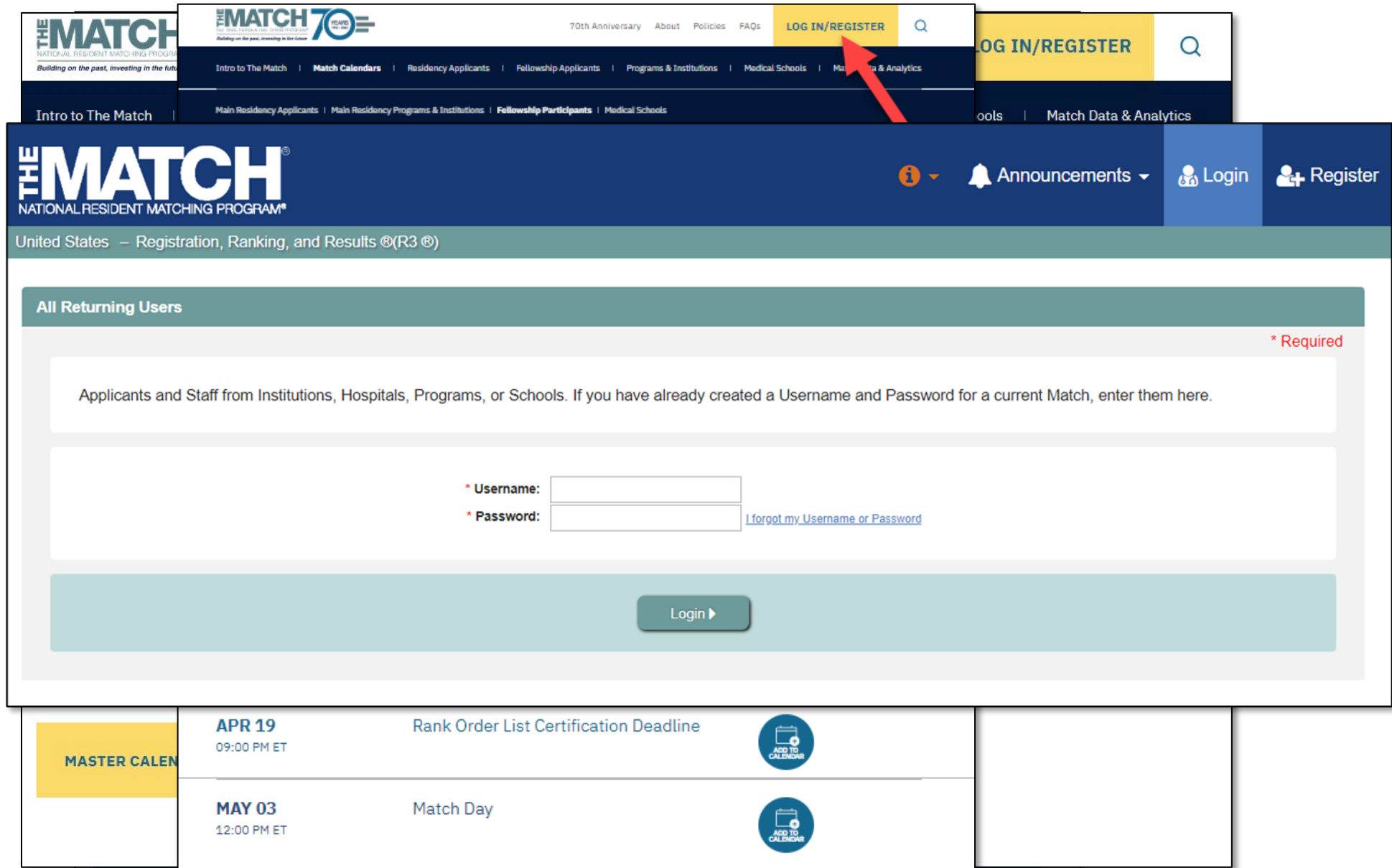
  Only one program coordinator can be designated per program in R3.

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MATCH SCHEDULE

Match Opens at noon, ET	All Program and Institution users receive an email with a token code link or their username
Ranking Opens at noon, ET	Ranking function in the R3 system opens for both applicants and programs
Quota Change Deadline at 11:59 p.m. ET	Deadline for changes to the quota (the number of positions you intend to fill in the Match) Program Withdrawal Deadline
Rank Order List Certification Deadline at 9:00 p.m. ET	Deadline for both applicants and programs to enter and certify the ROL
Match Day at noon, ET	Results are released in the R3 system for both applicants and programs. Unfilled/Unmatched Lists released

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GETTING STARTED – THE R3® SYSTEM

TOKEN LINK & REGISTRATION

MATCH PARTICIPATION AGREEMENT

- Updated for the 2023 SMS

- Provides the rules governing the matching process

- Different versions for different users

- Important Notices provide highlights of the Match Participation Agreement (MPA)

- All Match participants must electronically sign the MPA as part of the registration process

MATCH PARTICIPATION AGREEMENT

PROGRAM CODES

Every program has a unique 9-11-character code:

- Characters 1-4: the institution code

- Characters 5-7: the ACGME specialty code

- Character 8: program type letter

- Character 9-11: track number

  Ex: 1000445F0

Provide the NRMP program code to applicants to assist them in ranking your program.

MATCH HOME PAGE

VIEW PROGRAM DETAILS

PROGRAM ACTIVATION

All program information rolls over from the previous Match

IOs are responsible for activating the institution and programs

Inform your IO if a program track will not be used for the current Match so it can be marked as Not Participating

Programs cannot make any updates until the program has been activated

QUOTA CHANGES

Quota = Number of positions to be filled in the Match

- Quota information rolls over from the previous Match

- PD is responsible for confirming quota and making any changes

- PD must be registered before the Quota Change Deadline to review or change quota

- IO is responsible for approving all quota changes

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QUOTA CHANGES & WITHDRAWALS

PROGRAM INFORMATION

- Ensure program director/coordinator and public contact information is updated: address, email, website

- Public contact information is periodically loaded into PRISM app

- Public information also will be in the *List of Unfilled Programs* if your program does not fill when the matching algorithm is processed

PROGRAM INFORMATION

PROGRAM SET-UP OPTIONS

Tracks

- Based on needs of programs

- Can be created by the PD, IA, or IO. Must be activated by the IO for participation

- Examples: location, research, rural, external funding, etc.

- Reversions can be created to guard against being unfilled

PROGRAM SET-UP OPTIONS

Reversions

- Donate unfilled positions in one program or track to another during the matching process

- Reversions must be created each year

- Donor program creates the reversion

- If used, the rank order list of the recipient program is used to fill the positions donated

- Cannot revert more than the current program quota

- Both programs must certify a rank order list

- Reversions must be approved by IO

MATCH POLICY

Applicant Match History

- Determine whether an applicant is eligible for appointment prior to offering interviews or if they have a waiver/violation history

- Available in the R3 system year-round

VIEW APPLICANT MATCH HISTORY

MATCH POLICY

All In Policy

- NRMP permits Specialties Matching Service® (SMS®) Match sponsors to **voluntarily** implement the All In Policy for their Fellowship Matches

- NRMP does not require participation of all programs, even those in specialties that voluntarily implement the All In Policy

- Exceptions to All In Policy must be submitted to the SMS Match Sponsor

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MATCH POLICY

Complete, Timely, and Accurate Information

- Programs must provide complete, timely, and accurate information to applicants interviewed, including a copy of the contract and all institutional policies

- Pre-employment testing (e.g., illicit drug screening), background checks (e.g., criminal, financial, etc.), Visa sponsorship, and any other requirement(s)

- Provided prior the Rank Order List Certification Deadline

- Requirement to provide complete, timely, and accurate information applies to all participant types in the Match, including applicants

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MATCH POLICY

Restrictions on Persuasion

- Programs cannot request applicants reveal names, ranking preferences, specialties, geographic locations, or other identifying information about programs to which they have or may apply.

- Programs may not solicit verbal or written statements from an applicant implying a commitment to rank the program.

- Programs may voluntarily communicate to an applicant that they are viewed favorably and will be ranked.

- Be sure all institution staff who participate in interviews, decision-making, or who can speak for the program are aware of policies.

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MATCH POLICY

New for the 2024 SMS Fellowship Matches:

Interview Period Policy

During the recruitment phase programs shall:

- Extend interview offers that equal, but not exceed, the total number of available interview slots

- Provide applicants no less than 48 hours to accept or reject an interview invitation

- Apply reasonable measures of notification (e.g., one-to-two weeks' notice) when needing to cancel or reschedule an interview

CREATING A RANK ORDER LIST (ROL)

- Ranking function opens in the NRMP R3 system at noon, ET on ranking open date for your fellowship Match
- ROLs can be entered by either the PD or PC
- PD is responsible for certifying the list
- Applicants are ranked in order of preference, with the most preferred applicant ranked first
- Multiple methods are available in the R3 system to enter and edit a ROL

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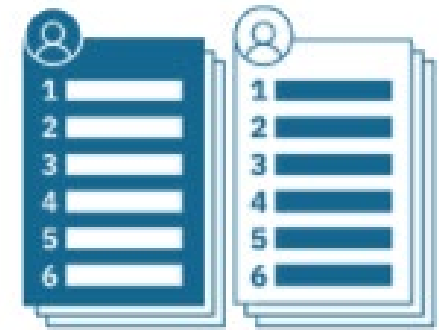
ADD BY AAMC ID OR NRMP ID

Program Type: Fellowship
ACGME Program Code: 4451000222

Program Status: **RANKING**

Program Rank Order List

Reminder: The Rank Order List Certification Deadline is Wednesday, April 19, 9:00 PM ET

- You may add Applicants to the list by entering their NRMP ID or AAMC ID below, searching for them on the "Find & Add Applicants" tab, or entering multiple IDs in the "Import Applicant List" tab.
- Click, drag and drop the icons in the "Drag & Drop" column to move an Applicant's rank.
- Select the red X on any Applicant record below to delete them from the list.
- Do not open or edit Rank Order Lists in multiple tabs or browsers simultaneously.

Q Find & Add Applicant	✔ Certify List	⬆ Import
⊘ Cancel Changes	🖫 Save	🔍 Search my List	🖨 Print	🗑 Delete All

Drag & Drop	Rank	Applicant Name	Medical School	Status ❓	NRMP ID	AAMC ID	Remove
☰	1	Potter, Harry	Indiana University School of Medicine	ACTIVE	N0945756	53214795	X

⊘ Cancel Changes	🖫 Save	🔍 Search my List	🖨 Print	🗑 Delete All

2	Applicant NRMP ID or AAMC ID	Add Applicant & Save

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FIND & ADD APPLICANTS

OTHER FEATURES

- You may add Applicants to the list by entering their NRMP ID or AAMC ID below, searching for them on the "Find & Add Applicants" tab, or entering multiple IDs in the "Import Applicant List" tab.
- Click, drag and drop the icons in the "Drag & Drop" column to move an Applicant's rank.
- Select the red X on any Applicant record below to delete them from the list.
- Do not open or edit Rank Order Lists in multiple tabs or browsers simultaneously.

Find & Add Applicant	Certify List	Import
Cancel Changes	Save	Search my List	Print	Delete All

Drag & Drop	Rank	Applicant Name	Medical School	Status ?	NRMP ID	AAMC ID	Remove
≡	1	Howard, Julia	Touro University College of Osteopathic Medicine-California	ACTIVE	N0945758	31475932	X
≡	2	Potter, Harry	Indiana University School of Medicine	ACTIVE	N0945756	53214795	X
≡	3	Khatri, Anisha	Morehouse School of Medicine	ACTIVE	N0945760	63471899	X
≡	4	Jones, Aaron David	Nova Southeastern University Dr Kiran C Patel College of Osteopathic Medicine	ACTIVE	N0945762	25874126	X

| Cancel Changes | Save | Search my List | Print | Delete All |

| 5 | Applicant NRMP ID or AAMC ID | Add Applicant & Save |

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CERTIFYING THE ROL

THE MATCHING ALGORITHM

The algorithm is applicant proposing

A tentative Match occurs if the program also ranked the applicant:

- <u>and</u> the program has unfilled positions OR

- the program is filled <u>but</u> the applicant is ranked higher than another applicant already matched tentatively to the program
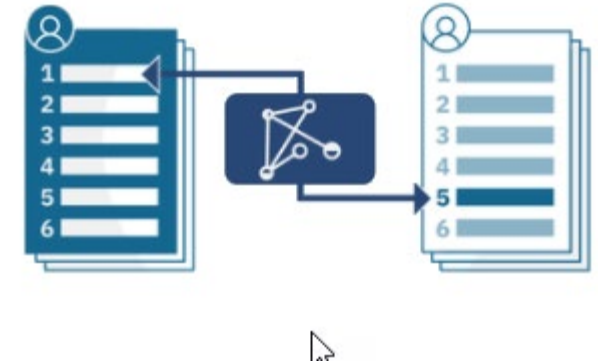
THE MATCHING ALGORITHM

THE MATCHING ALGORITHM

There is NO match if:
- the applicant did not rank the program, OR
- the program did not rank the applicant, OR
- the program and applicant ranked each other but the program filled with other applicants more preferred by the program

Matches are FINAL when:
- the algorithm completes its cycle through all applicant rank order lists and tentative matches are confirmed

Couples match when:
- the algorithm is able to place BOTH partners in their highest ranked pair of programs on the list

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RANKING WISDOM

Provide applicants your NRMP Program Code(s)

Rank applicants in the order of your true preference

Rank only applicants who meet institution and program appointment requirements

Placing an applicant on your ROL creates a binding commitment if a match occurs

The program director is responsible for certifying the ROL or editing a certified ROL

NRMP will not enter or modify rank order lists

MATCH DAY!

Results released at noon, ET on the Match Day for your fellowship Match

- Available via R3 system and courtesy email
- *Confidential Roster of Program's Matched Applicants* and *Match Results by Ranked Applicant* reports available in R3 under Options ➞ Reports
- *List of Unmatched Applicants* available to the programs that did not fill
- *List of Unfilled Programs* available to applicants who did not Match
- After results are released, unfilled programs may fill their remaining positions however they choose

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VIDEO RESOURCES & SUPPORT GUIDES

QUESTIONS?

THANK YOU AND GOOD LUCK IN THE MATCH!

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