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
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

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CORRECTING MYTHS AND MISCONCEPTIONS

NRMP is a matching 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.
## MATCH SCHEDULE

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

Applications and Staff from Institutions, Hospitals, Programs, or Schools. If you have already created a Username and Password for a current Match, enter them here.

* Username:

* Password:

Forgot my Username or Password

Login ➤

APR 19  
19:00 PM ET

Rank Order List Certification Deadline

MAY 03  
12:00 PM ET

Match Day

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TOKEN LINK & REGISTRATION

Dear John Smith,

Welcome to the 2023 Match!

The NRMP's Registration system is now open. To access the system, visit the public website, https://www.nrmp.org.

Below is the token code for the Match this year. If you are registered and do not receive your token, please check your email spam folder. The Match provides a secure and convenient way to register. Please note that you must register to participate in the Match.

Your token is: 12345

Click the below link to register:
https://www.nrmp.org/registration

Please note that you must register by the deadline to be eligible for the Match.

Match Checklist and Resources:
- Match Checklist:
- Participant Resources:
- Social Media:
- Support Services:

Our best wishes for a successful Match!

NRMP Staff
National Resident Matching Program
450 Massachusetts Avenue, NW
Washington, DC 20001

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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
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

Institution: National Medical Center-Test Institution - Washington, DC
Role: Program Director
Username: gomez addams

You currently have 0 Active Programs in the Match.

- Program Description: Pediatric Surgery
  - NRMP Program Code: 1006945F0
  - Program Status: INITIAL
  - Program Director: Gomez Addams - TEST (Pledged on Feb 13, 2023)
  - Current Quota: 2

Match Event
- Register
  - Start Date: 08 Feb 12:00 PM EST
  - End Date: 19 Apr 09:00 PM EDT

- Rank
  - Start Date: 22 Mar 12:00 PM EDT
  - End Date: 19 Apr 09:00 PM EDT

- Match Computation
  - Start Date: 19 Apr 09:00 PM EDT
  - End Date: 03 May 12:00 PM EDT

- Match Results
  - Start Date: 03 May 12:00 PM EDT
  - End Date: 03 Nov 12:00 AM EDT

- Closed
  - Start Date: 03 Nov 12:00 AM EDT

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### View Program Details

**Institution:** National Medical Center Test Institution - Washington, DC  
**Role:** Program Director  
**Username:** gomez_addams  
**Institution Status:** INITIAL  
**Program Name:** Pediatric Surgery  
**Program Type:** Fellowship  
**Program Status:** INITIAL

- **Match Year:** [Blank]  
- **Appointment Year:** [Blank]  
- **NRMP Institution Code:** 1000  
- **ACGME Inst Code:** [Blank]  
- **NRMP Program Code:** 100044650  
- **ACGME Program Code:** 445180222

### Status

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| [Blank]  
| [Blank] |

### Quota

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### Change Requests & Approvals

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<th>Change Requests &amp; Approvals</th>
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</table>

### Program Director/Coord

<table>
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<tbody>
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</table>

### Public Contact

<table>
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<tbody>
<tr>
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</table>

### Reversions

<table>
<thead>
<tr>
<th>Reversions</th>
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<tbody>
<tr>
<td>[Blank]</td>
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</tbody>
</table>
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

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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
QUOTA CHANGES & WITHDRAWALS
• 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 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
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

To conduct a single search, please enter search criteria below. If searching only by name, you must enter at least part of the First and Last Names.

To conduct a bulk search, click on the “Search for Multiple Applicants via Bulk Upload” button at the top of the screen. The bulk search option offers an option for exact matching.

There are 7 Applicants Matching your search query. Click any column header to sort by that column.

- Adams-Doddts, Benjamin
  - Edward Via College of Osteopathic Medicine - Virginia Campus (621)
  - NRMP ID: N02402104
  - AAMC ID: 13930469

- Doddts, Derek
  - University of Nebraska College of Medicine (149)
  - NRMP ID: N02194222
  - AAMC ID: 12211290

- Doddts, Erika
  - National School of Medicine and Health Sciences - Texas School (160)
  - NRMP ID: N02194222
  - AAMC ID: 11507622

- Doddts, Jeffery
  - University of Mississippi School of Medicine (147)
  - NRMP ID: N02194222
  - AAMC ID: 10175812

- Doddts, Matthew
  - University of Illinois College of Medicine at Urbana-Champaign (503)
  - NRMP ID: N02194222
  - AAMC ID: 10219385

- Doddts, Overall
  - Southern Illinois University School of Medicine (810)
  - NRMP ID: N02194222
  - AAMC ID: 12298729

- Doddts, Rose
  - McGovern Medical School at the University of Texas Health Science Center at Houston (603)
  - NRMP ID: N02194222
  - AAMC ID: 12997293

- This Applicant was found to be in violation of the NRMP Match Participation Agreement. For further information, please view the Applicant Match History.

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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
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.
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
ADD BY AAMC ID OR NRMP ID
FIND & ADD APPLICANTS

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.

You have unsaved changes! Click "Save" to maintain the current rank order.
## 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.

### Applicant Table

<table>
<thead>
<tr>
<th>Rank</th>
<th>Applicant Name</th>
<th>Medical School</th>
<th>Status</th>
<th>NRMP ID</th>
<th>AAMC ID</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Howard, Julia</td>
<td>Touro University College of Osteopathic Medicine - California</td>
<td>ACTIVE</td>
<td>N0945783</td>
<td>3147582</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Potter, Harry</td>
<td>Indiana University School of Medicine</td>
<td>ACTIVE</td>
<td>N0945756</td>
<td>53214795</td>
<td></td>
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<tr>
<td>3</td>
<td>Khatri, Anisha</td>
<td>Morehouse School of Medicine</td>
<td>ACTIVE</td>
<td>N0945760</td>
<td>63471899</td>
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<tr>
<td>4</td>
<td>Jones, Aaron David</td>
<td>Nova Southeastern University Dr Kiran C Patel College of Osteopathic Medicine</td>
<td>ACTIVE</td>
<td>N0945782</td>
<td>25874126</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Applicant NRMP ID or AAMC ID</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CERTIFYING THE ROL

Program Rank Order List

Institution: National Medical Center-Teaching Institution - Washington, DC
Role: Program Director
Username: omez addams
Institution Status: ACTIVE
Program Name: Pediatric Surgery
Program Type: Fellowship
Program Status: CERTIFIED

Match Year: 2023
Appointment Year: 2024
NRMP Institution Code: 1000
ACGME Inst Code: NRMP Program Code: 1000446F
ACGME Program Code: 4451000222

Print List  Edit List

<table>
<thead>
<tr>
<th>Rank</th>
<th>Applicant Name</th>
<th>Medical School</th>
<th>Status</th>
<th>NRMP ID</th>
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<tr>
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<td>Howard, Julia</td>
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<td>4</td>
<td>Jones, Aaron David</td>
<td>Nova Southeastern University Dr Kiran C Patel College of Osteopathic Medicine</td>
<td>ACTIVE</td>
<td>N0940762</td>
<td>25974126</td>
</tr>
</tbody>
</table>
A tentative Match occurs if the program also ranked the applicant:

- and the program has unfilled positions
- the program is filled but 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
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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THANK YOU AND GOOD LUCK IN THE MATCH!

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