

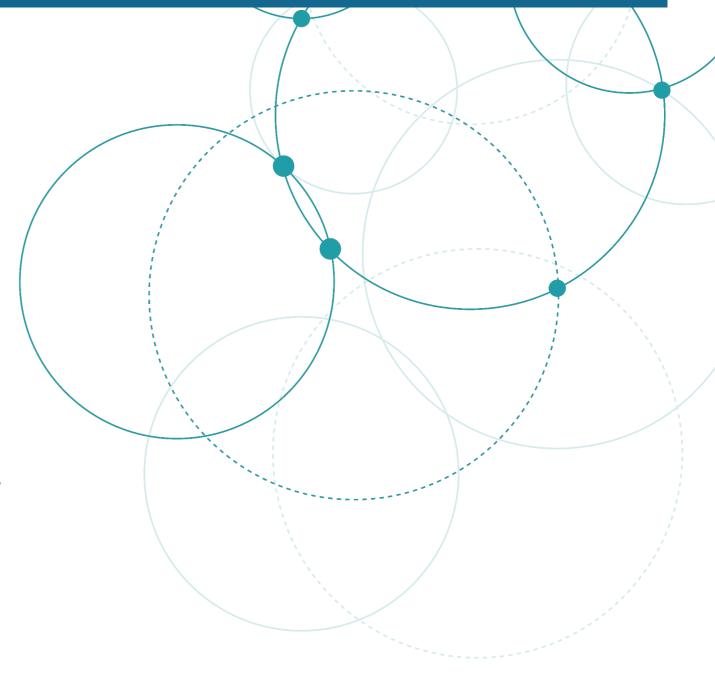
Introduction to the Fellowship Match

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Tuesday, February 6, 2024



Agenda

- 1. Introduction and Myth-busting
- 2. Match Schedules
- 3. Getting Started
- 4. Program Activation, Set-up and Quota Changes
- 5. Match Policy
- 6. Creating and Certifying a Rank Order List (ROL)
- 7. The Matching Algorithm
- 8. Match Day!
- 9. 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

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® or other application services 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 rank order list (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

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**

Deadline at 9:00 p.m. ET

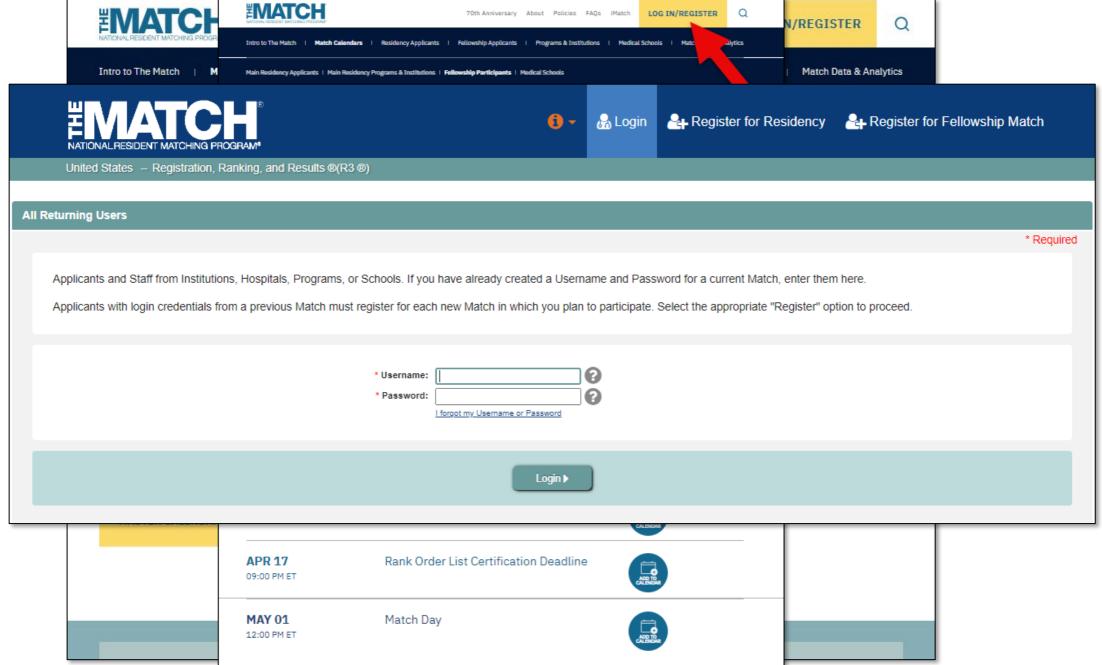
Rank Order List Certification Deadline for both applicants and programs to enter and certify the ROL



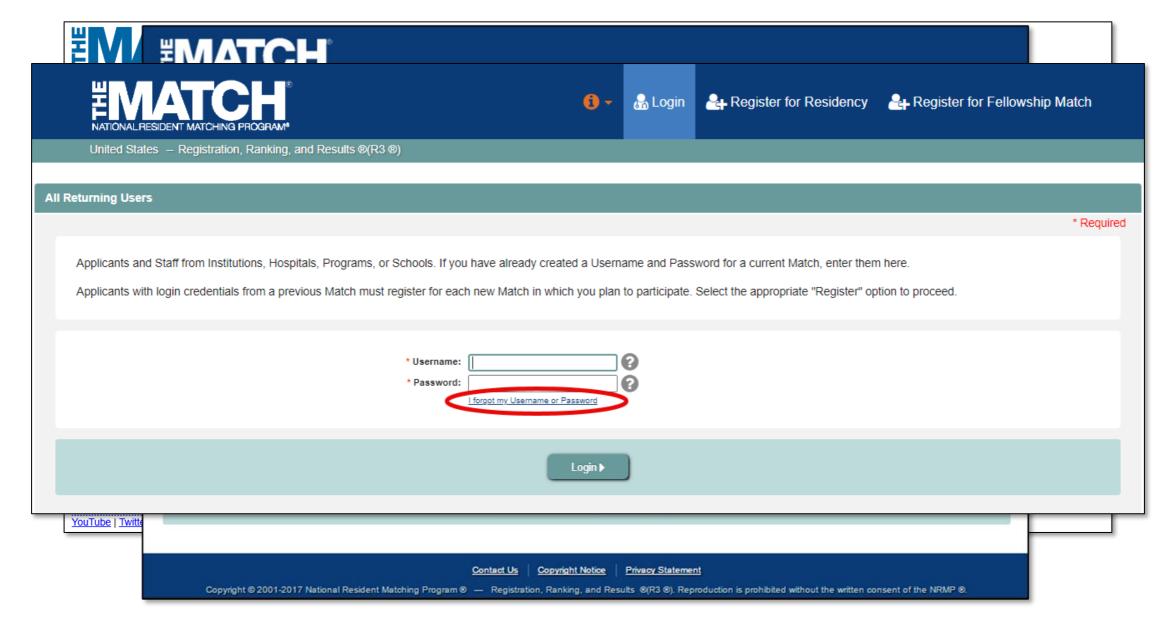
Match Day at noon, ET

Results are released in the R3 system for both applicants and programs. Unfilled/Unmatched Lists released

Getting Started – the R3® System



Token Link & Registration

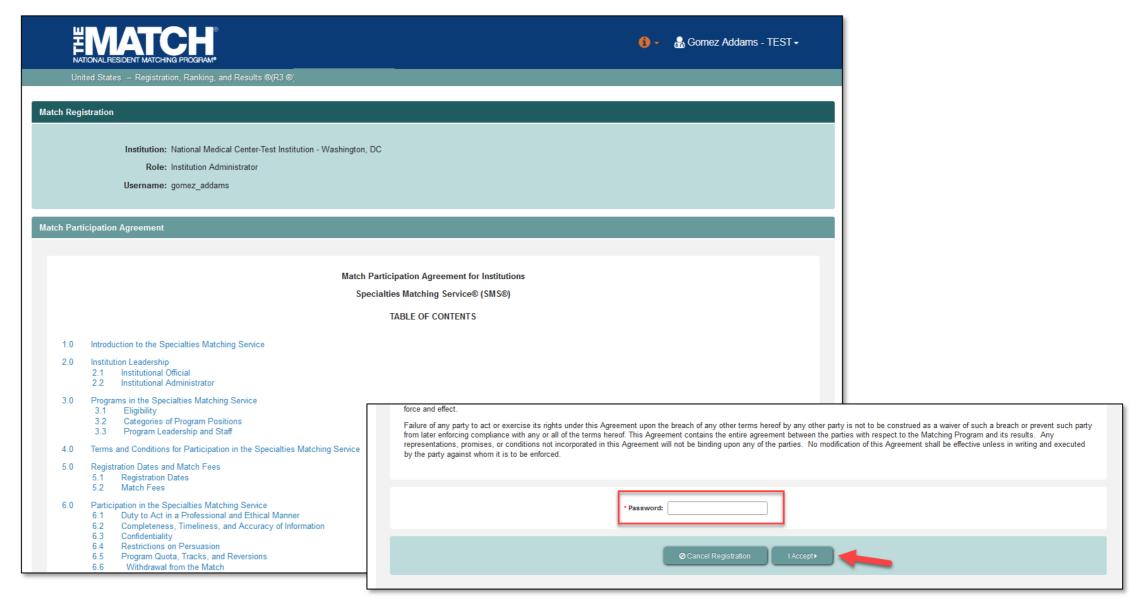


Match Participation Agreement

- Updated for the 2024 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:

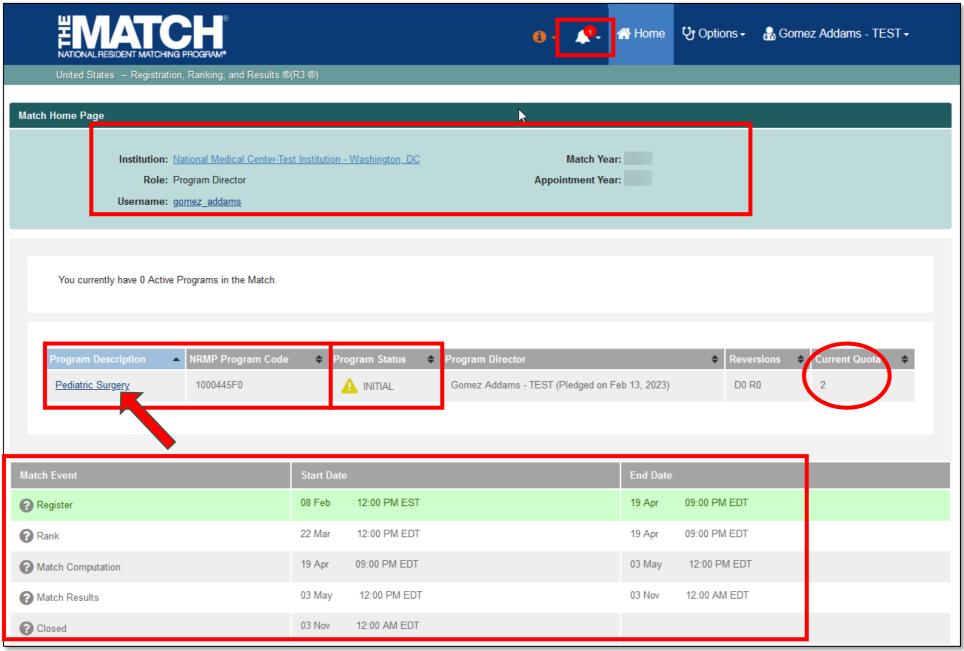
- Characters 1-4: the institution code
- Characters 5-7: the ACGME specialty code
- Character 8: program type letter
- Character 9-11: track number

Ex: 1000445F0

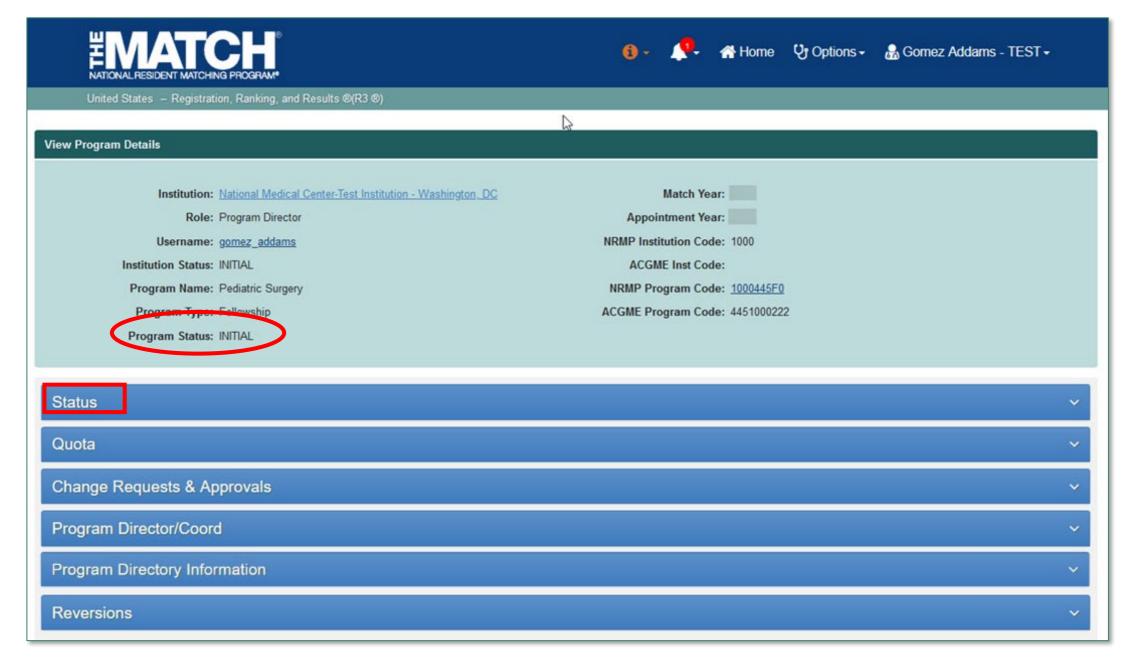


Provide the NRMP program code to applicants to assist them in ranking your program(s).

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



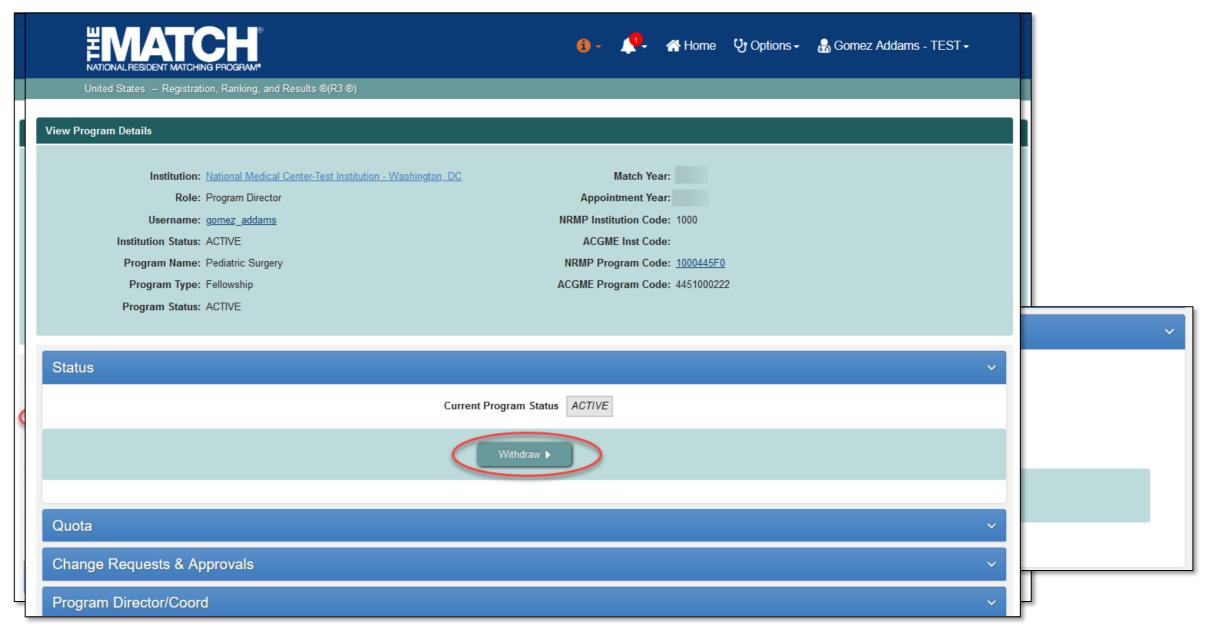
Programs cannot make any updates until the program has been activated

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

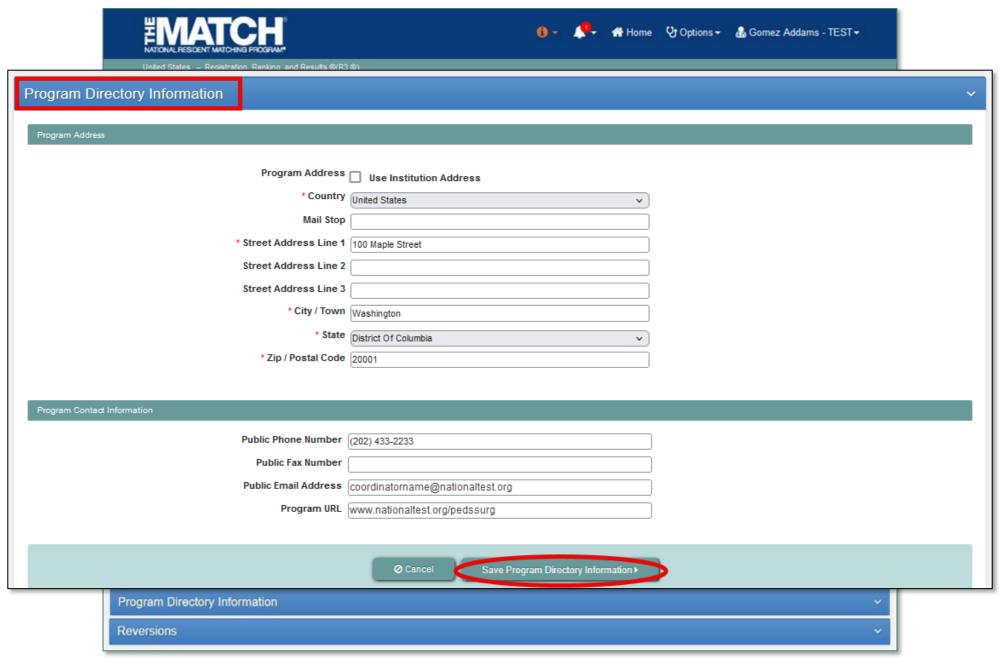
Quota Changes & Withdrawals



Program Information

- Review program director/coordinator and update, if necessary
 - Updates can be made by your GME office or
 - By email to support@nrmp.org if the information is correct on ACGME.
 Email to NRMP must contain program information, new contact's name, email address, and date of birth
- Ensure Program Directory Information is updated: address, email, website
- Program Directory Information also will be in the List of Unfilled Programs
 if your program does not fill when the Match is run

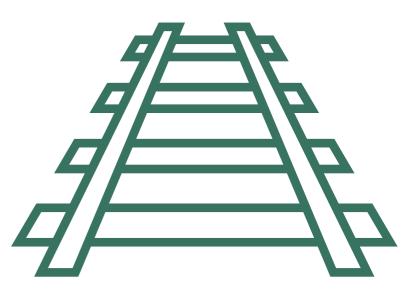
Program Information



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: combined training, program length, 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 <u>must</u> certify a rank order list
- Reversions must be approved by IO

Why Policy Matters

NRMP policies promote a fair and equitable Match experience

- Participants can consider all options before making commitments
- Participants are prohibited from engaging in coercive or unwarranted pressure
- An impartial venue exists for matching participants' preferences
- Participants are held accountable for ethical and professionally responsible behavior

Match Participant Agreement

IMPORTANT NOTICE

Before you accept the terms of the following Match Participation Agreement ("Agreement"), the urges you to read it thoroughly. Once you execute the Agreement and the NRMP accepts yo registration, the Agreement becomes a binding contract. Failure to comply with all the term conditions of the Agreement, whether intentionally or not, may result in a violation inve and the imposition of penalties. (Section 12.0)

You are responsible for reading the entire Match Participation Agreement. As a courtesy areas are highlighted in this Important Notice for your specific attention. Included among thos

- Programs participating in the Main Residency Match must register and attempt to fill all of positions in the Match or another national matching plan. Programs also must select U.S. senior students ("sponsored applicants") only through the Match or another national match (Section 3.2)
- The NRMP is not an employment service and dol applicants and training programs. In addition, train establishing and communicating all program and position. (Section 4.0)
- All programs who participate in the Match are ex Certification Deadline complete, timely, and accu applicant's decision to rank a program. Information the applicant would sign and institutional policies requirements, drug screening protocols, and back



Match Participation Agreement for Programs

Specialties Matching Service® (SMS®) For All Matches Opening After January 1, 2023

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If any provision of this Agreement is found in any arbitration proceeding or by any court of competer jurisdiction to be invalid, illegal, or unenforceable, that provision shall be modified to the minimum extent necessary to achieve the purpose originally intended, if possible, and the validity, legality, and enforceability of the remaining provisions will not be affected or impaired and are to be enforced to the maximum extent permitted by applicable law. If any remedy set forth in this Agreement is determined to have failed of its essential purpose, then all other provisions of this Agreement will remain in full force and effect.

Failure of any party to act or exercise its rights under this Agreement upon the breach of any other terms hereof by any other party, is not to be construed as a waiver of such a breach or prevent such party from later enforcing compliance with any or all of the terms hereof. This Agreement contains the entire agreement between the parties with respect to the Matching Program and its results. Any representations, promises, or conditions not incorporated in this Agreement will not be binding upon any of the parties. No modification of this Agreement shall be effective unless in writing and executed by the party against whom it is to be enforced.

> By entering your password and clicking I Accept, you agree that you have read and understood and agree to the Terms and Conditions of the Match Participation Agreement.

> > I ACCEPT) CANCEL

ons and Participants gories of Program Positions ram Leadership and Staff

Conditions for Participation in the Specialties Matching Service

New for the 2024 SMS Fellowship Matches

Section 6.2 Interview Period Policy

During the recruitment phase programs shall:

- 1. Extend interview offers that equal, but not exceed, the total number of available interview slots.
- 2. Provide applicants no less than 48 hours to accept or reject an interview invitation.
- 3. Apply reasonable measures of notification (e.g., one-to-two weeks' notice) when needing to cancel or reschedule an interview.

New for the 2024 SMS Fellowship Matches

Section 7.3.1 Applicant Eligibility for Ranking

Before certifying the rank order list, programs should:

- Determine each applicant's eligibility by verifying the applicant's match status in the Applicant Match History available through the R3 system or by contacting NRMP support;
- 2. Confirm the institution's willingness and/or ability to sponsor the visa type requested or intended by any non-U.S. citizen applicant ranked; and
- 3. Ensure each ranked applicant meets requirements for licensure, as published by the programs state Licensure Board.

Binding Commitment (Section 8.0)

Upon conclusion of the applicable Fellowship Match, programs:

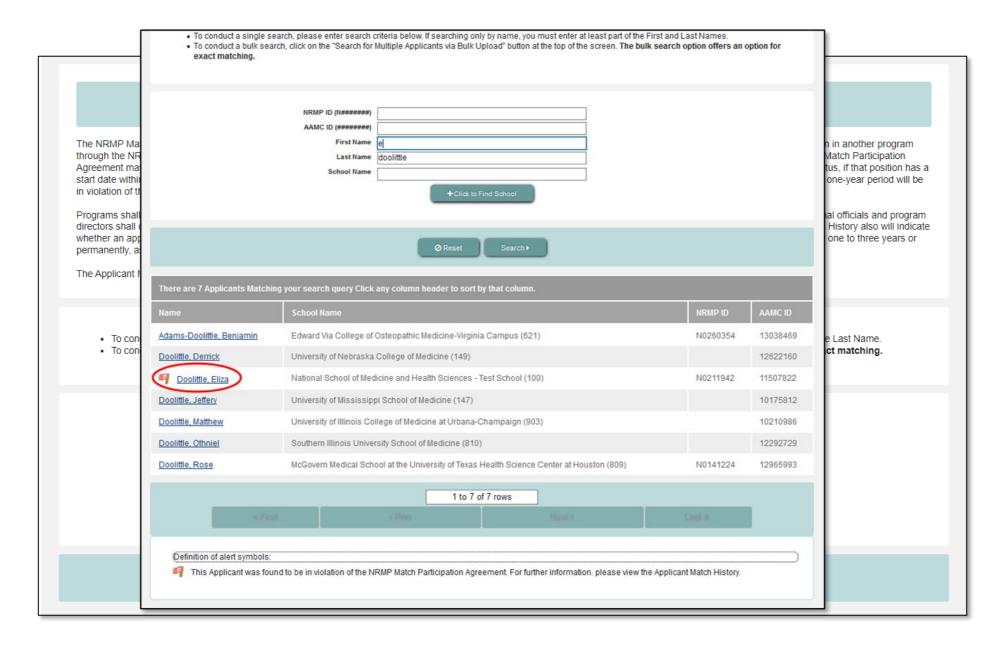
- Are in binding commitment with an applicants and must offer an appointment as matched or offered.
- Must begin training applicants on the start date specified in the appointment contract with the intent to complete the applicant's training.

Applicant Match History (in the R3 system)

Determine whether an applicant an applicant is eligible for appointment prior to offering interviews or has a waiver/violation history.

- Available in the R3 system year-round.
- Applicants who have not participated in an NRMP Match will not appear in search results

View Applicant Match History



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

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 or have signaled.
- Programs cannot request applicants reveal information pertaining to the interviews offered, accepted, declined, or attended. Programs cannot request applicants' ranking intentions.
- 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.

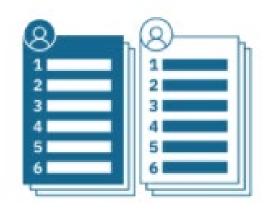
Ensure all recruitment team members are aware of policies.

Policy Resources

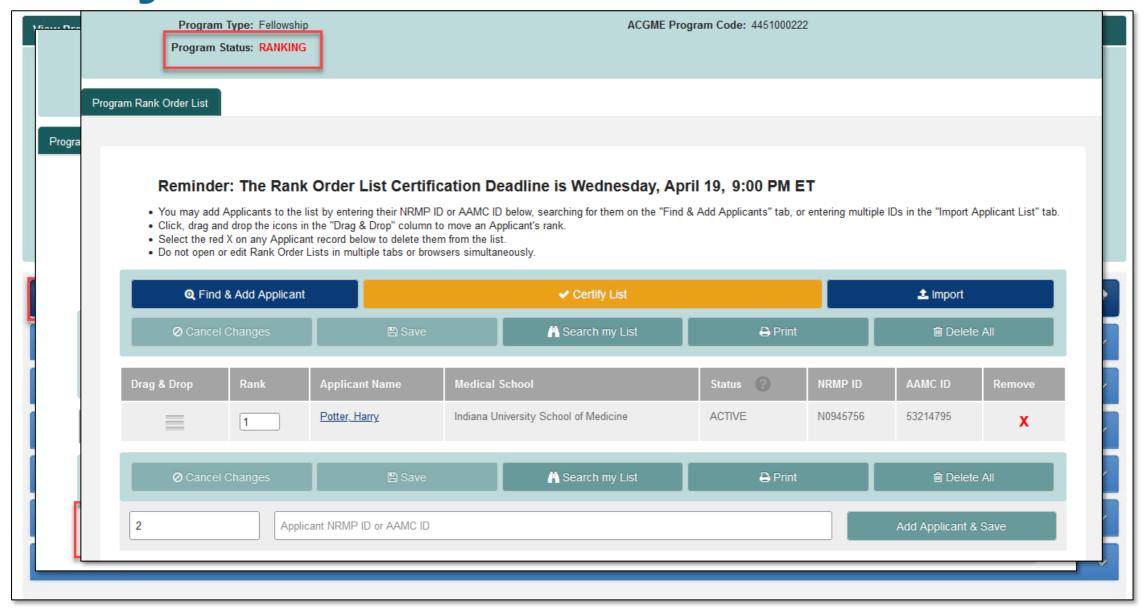
- Professionalism Statement: An outline of behaviors that promote a fair and equitable Match experience
- Codes of Conduct: Separate guides for Match participants to promote high ethical standards during the interview, ranking and matching processes
- FAQs: Answers to questions on a range of policy-related topics, including communication, the All In Policy, the Match Agreement, and Waivers
- Videos: A variety of policy-related videos on the NRMP YouTube channel that touch on recruitment and matching phases of the transition to residency.

Creating a Rank Order List (ROL)

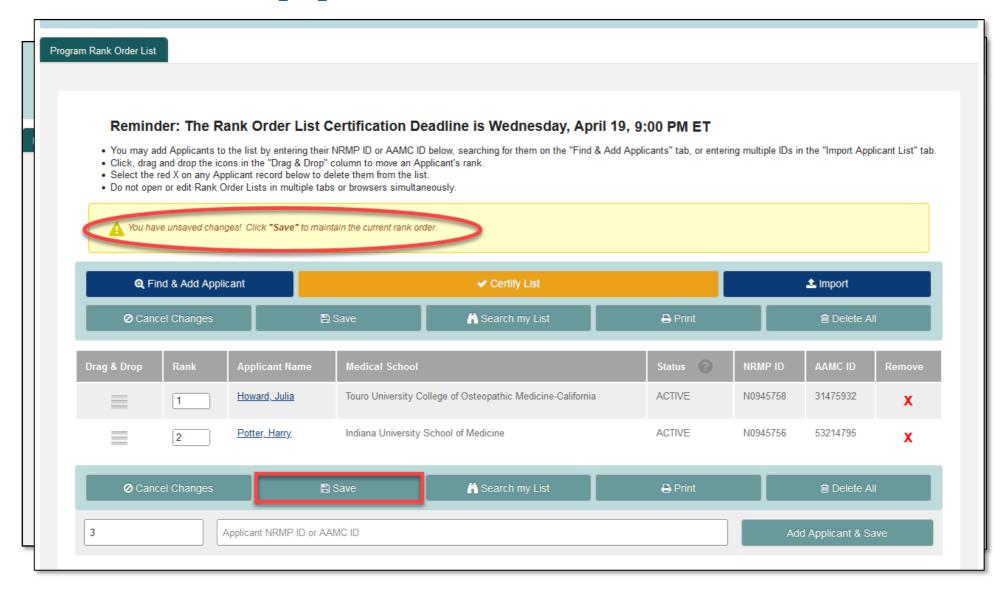
- Ranking function opens in the NRMP R3 system at noon, ET on ranking open date for your Fellowship Match
- ROLs can be entered by either the PD or PC
- PD is responsible for certifying the list
- Applicants are ranked in order of preference, with the most preferred applicant ranked first
- Multiple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



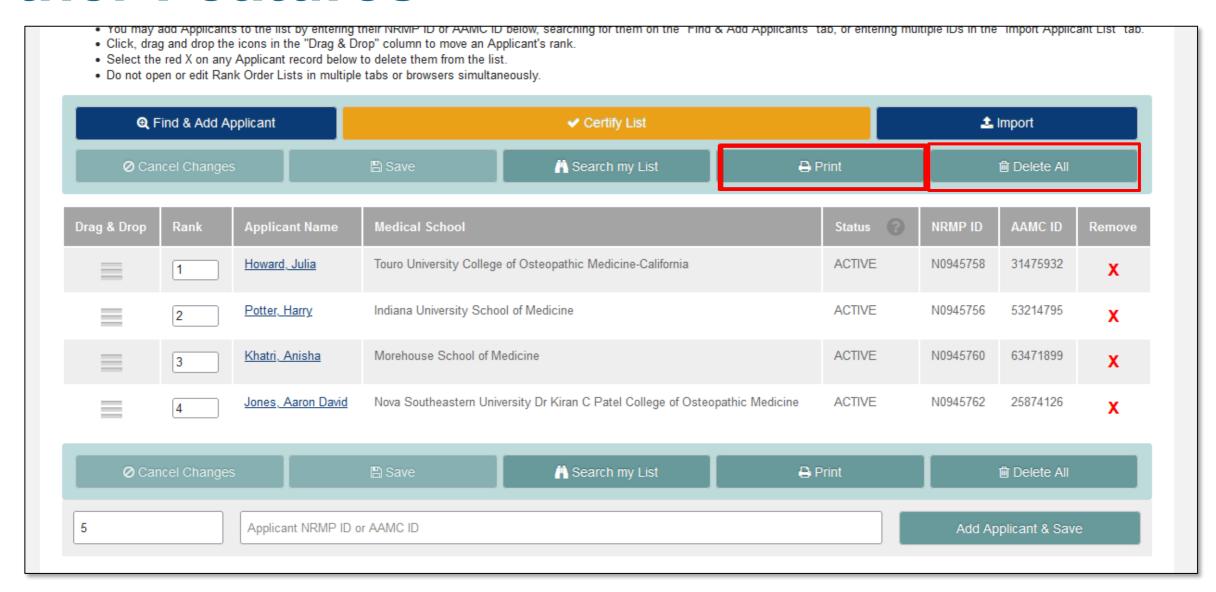
Add by AAMC ID or NRMP ID



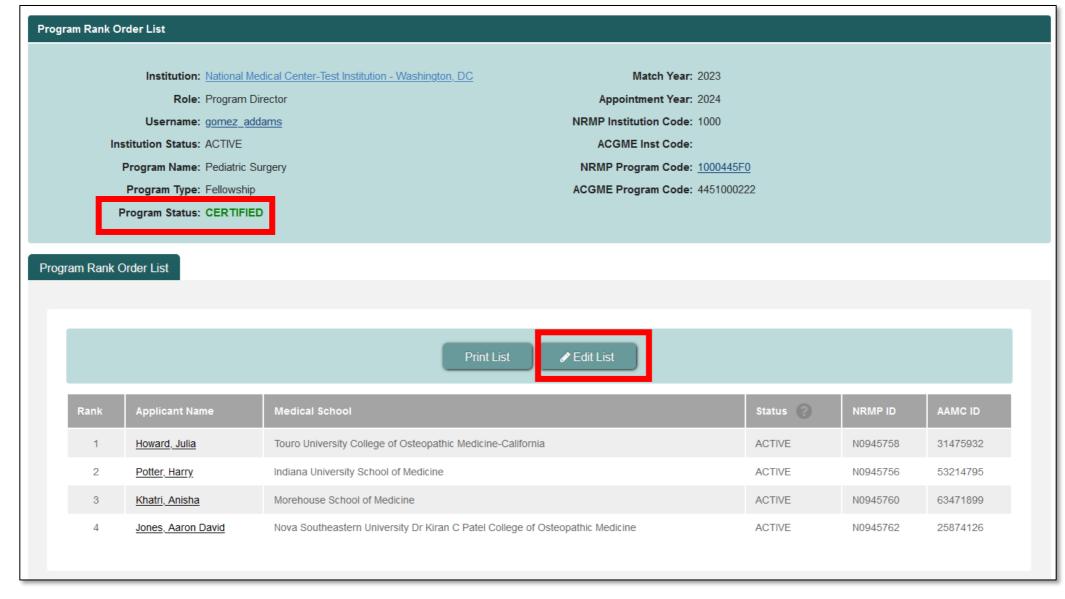
Find & Add Applicants



Other Features



Certifying the ROL



The Matching Algorithm

The algorithm is applicant proposing

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

- and 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



1

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 can place BOTH partners in their highest ranked pair of programs on the list

Ranking Guidance

Provide applicants your NRMP Program Code(s)

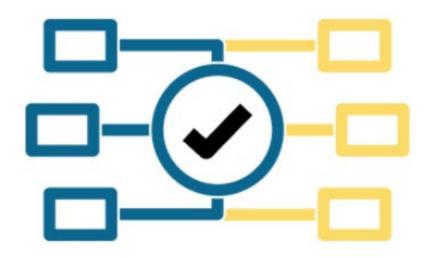
Rank applicants in the order of your true preference

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

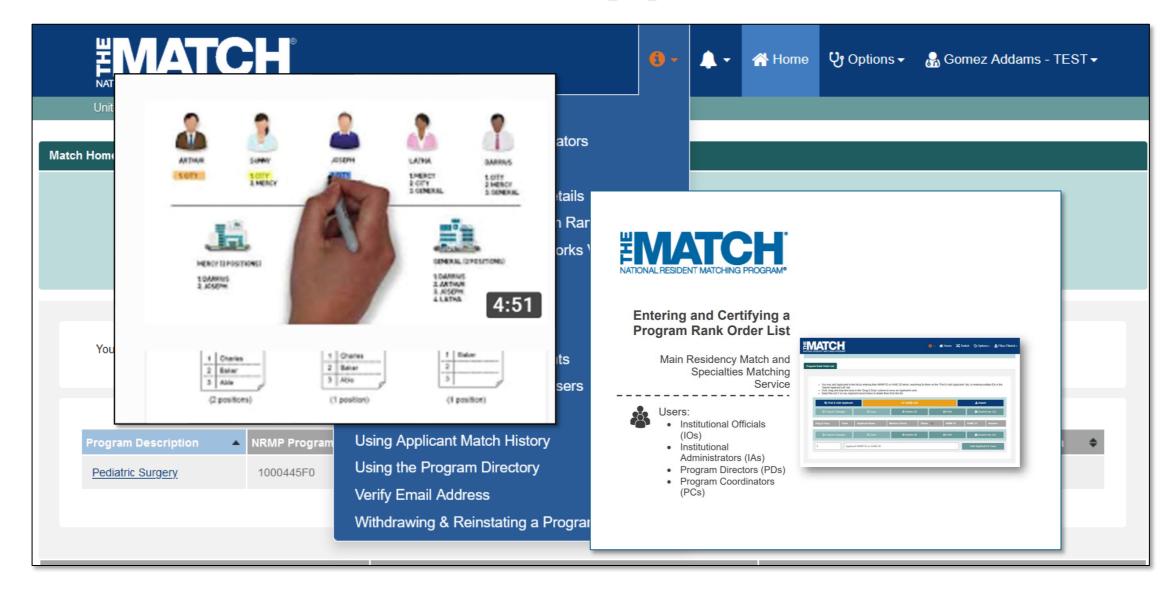


Match Day!

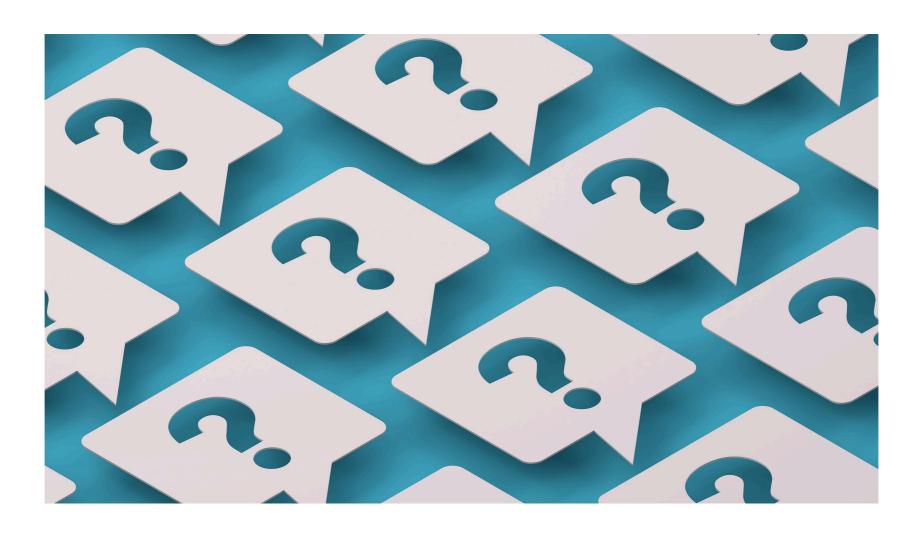
Results released at noon, ET on the Match Day for your fellowship Match

- 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

Video Resources & Support Guides



Questions?



THANK YOU and Good Luck in the Match!



www.nrmp.org support@nrmp.org 866-653-NRMP

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