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 matching 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

<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></td>
<td>Program Withdrawal Deadline</td>
</tr>
<tr>
<td>Rank Order List Certification Deadline at 9:00 p.m. ET</td>
<td>Deadline for both applicants and programs to enter and certify the ROL</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

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

Applicants with login credentials from a previous Match must register for each new Match in which you plan to participate. Select the appropriate "Register" option to proceed.

* Usernames: [Enter]
* Password: [Enter]

Log in

APR 17
09:00 PM ET
Rank Order List Certification Deadline

MAY 01
12:00 PM ET
Match Day
Token Link & Registration

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

Applicants with login credentials from a previous Match must register for each new Match in which you plan to participate. Select the appropriate “Register” option to proceed.

* Username:  
* Password:  
[Create Username or Password]
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

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   3.3 Program Leadership and Staff
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5.0 Registration Dates and Match Fees
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6.0 Participation in the Specialties Matching Service
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   6.3 Confidentiality
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   6.5 Program Goals, Tasks, and Responsibilities
   6.6 Withdrawal from the Match

Use of any party to act or exercise its rights under this Agreement upon the breach of any other term herein by any other party is not to be construed as a waiver of such a breach or prevent such party from enforcing compliance with any or all of the terms herein. 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.
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

The Match Home Page displays information about a program, including its description, code, status, and director. The page also shows the status of Match events, such as Register, Rank, Match Computation, Match Results, and Closed dates and times.
### View Program Details

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

- **Match Year:**  
- **Appointment Year:**  
- **NRMP Institution Code:** 1000  
- **ACGME Inst Code:**  
- **NRMP Program Code:** 1000445E0  
- **ACGME Program Code:** 4401000222

### Status

- **Status**

- **Quota**

- **Change Requests & Approvals**

- **Program Director/Coord**

- **Program Directory Information**

- **Reversions**
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

**Current Program Status:** ACTIVE

**Withdraw**
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 Directory Information

Program Address
- Use Institution Address
  - Country: United States
  - Mail Stop:
  - Street Address Line 1: 110 Maple Street
  - Street Address Line 2:
  - Street Address Line 3:
  - City / Town: Washington
  - State: District Of Columbia
  - Zip / Postal Code: 20001

Program Contact Information
- Public Phone Number: (202) 453-2233
- Public Fax Number: 
- Public Email Address: coordinatorname@nationaltest.org
- Program URL: www.nationaltest.org/bedssurg

[Save Program Directory 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 **must** 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 NRMP urges you to read it thoroughly. Once you execute the Agreement and the NRMP accepts your registration, the Agreement becomes a binding contract. Failure to comply with all the terms and conditions of the Agreement, whether intentionally or not, may result in a violation involving, but not limited to, the imposition of penalties. (Section 12.0)

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

- Programs participating in the Main Residency Match must register and attempt to fill all the positions in the Match or another national matching plan. Programs also must select U.S. medical student applicants and senior students ("sponsored applicants") only through the Match or another national matching plan. (Section 3.2)

- The NRMP is not an employment service and does not represent applicants and training programs. In addition, training programs are solely responsible for establishing and communicating all program and position information. (Section 4.0)

- All programs who participate in the Match are expected to meet the Certification Deadline complete, timely, and accurately. If an applicant's decision to rank a program is based on incorrect or outdated information, the applicant would sign and institutional policies and requirements, drug screening protocols, and background checks.

5.0 General

If any provision of this Agreement is found in any arbitration proceeding or by any court of competent jurisdiction to be invalid, illegal, or unenforceable, that provision shall be modified to the maximum 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 assert 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 form a binding agreement with any of the parties. No modification of this Agreement shall be effective unless in writing and executed by the parties against whom it is to be enforced.

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

[Accept] [Cancel]
Match Policy

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.
Match Policy

New for the 2024 SMS Fellowship Matches

Section 7.3.1 Applicant Eligibility for Ranking

Before certifying the rank order list, programs should:

1. 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.
Match Policy

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

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

<table>
<thead>
<tr>
<th>Name</th>
<th>School Name</th>
<th>NRMP ID</th>
<th>AAMC ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams, Benjamin</td>
<td>Edward Via College of Osteopathic Medicine-Virginia Campus (821)</td>
<td>5266354</td>
<td>13038469</td>
</tr>
<tr>
<td>Cofield, Denise</td>
<td>University of Nebraska College of Medicine (149)</td>
<td>1262160</td>
<td></td>
</tr>
<tr>
<td><strong>Cofield, Elisa</strong></td>
<td>National School of Medicine and Health Sciences - Test School (100)</td>
<td>2211942</td>
<td>11507022</td>
</tr>
<tr>
<td>Cofield, Jaffar</td>
<td>University of Mississippi School of Medicine (147)</td>
<td>10770812</td>
<td></td>
</tr>
<tr>
<td>Cofield, Matthew</td>
<td>University of Illinois College of Medicine at Urbana-Champaign (903))</td>
<td>1021986</td>
<td></td>
</tr>
<tr>
<td>Cofield, Oliver</td>
<td>Southern Illinois University School of Medicine (810)</td>
<td>1228729</td>
<td></td>
</tr>
<tr>
<td>Cofield, Rosaline</td>
<td>McGovern Medical School at the University of Texas Health Science Center at Houston (830)</td>
<td>5141224</td>
<td>1298593</td>
</tr>
</tbody>
</table>

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

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.

#### Drag & Drop

<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>N0945763</td>
<td>31475932</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>
</tr>
<tr>
<td>3</td>
<td>Khatri, Anisha</td>
<td>Morehouse School of Medicine</td>
<td>ACTIVE</td>
<td>N0945760</td>
<td>63471899</td>
<td></td>
</tr>
<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>N0945762</td>
<td>25874126</td>
<td></td>
</tr>
</tbody>
</table>

**Find & Add Applicant**

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

**Certify List**

**Import**

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

**Add Applicant & Save**

**Applicant NRMP ID or AAMC ID**
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 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 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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