

Introduction to the Fellowship Match

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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

2024 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®

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Specialties Matching Service[®] (SMS) - 22 Fellowship Matches

- 6,116 programs in 77 subspecialties for the 2024 appointment year
- 14,169 fellowship positions
- 11,853 positions (83.7%) were filled
- 4,579 programs (74.98%) filled all positions
- 14,034 active applicants participated in at least one Fellowship Match and 84.5% 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	$\frac{T}{M} = \frac{W}{1} = \frac{T}{2} = \frac{S}{3}$
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	$ \begin{array}{cccccccccccccccccccccccccccccccccccc$
Rank Order List Certification Deadline at 9:00 p.m. ET	Deadline for both applicants and programs to enter and certify the ROL	26
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

	Intro to The Match Match C	70th Anniversary A Calendars Residency Applicants Fellowship Applicants In Residency Programs & Institutions Fellowship Participants Med	Programs & Institutions Medical Scho		Match Data & Analytics	
HATCHING PI			🚺 🗕 🔮 Login	Aregister for Resi	dency 🚑 Register for	Fellowship Match
United States – Registration, All Returning Users	Ranking, and Results ®	(R3®)				
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		* Username: * Password: <u>I forgot my Username or P</u>	eassword			
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	APR 17 09:00 PM ET	Rank Order List Certificatio	n Deadline			
	MAY 01 12:00 PM ET	Match Day				

Token Link & Registration

HMATCH			
	🚺 🗕 🔒 Login	er Register for Residency	Register for Fellowship Match
United States – Registration, Ranking, and Results ®(R3 ®)			
All Returning Users			
			* Required
Applicants and Staff from Institutions, Hospitals, Programs, or Schools. If you have Applicants with login credentials from a previous Match must register for each new * Username:	v Match in which you plan to participate.		
	Login >		
YouTube Twitte			
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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

	HATCHING PROGRAM	📵 🗸 🔓 Gomez Addams - TEST 🗸	
	Constrained and the spectral field of the s		
Match R	egistration		
	Role: Institution Administrator	DC	
Match P	articipation Agreement		
		TABLE OF CONTENTS	
	0 Institution Leadership 2.1 Institutional Official		
4.0	 3.1 Eligibility 3.2 Categories of Program Positions 3.3 Program Leadership and Staff Terms and Conditions for Participation in the Specialties Matching Service Registration Dates and Match Fees 	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 from later enforcing compliance with any or all of the terms hereof. This Agreement contains the entire agreement between the part representations, promises, or conditions not incorporated in this Agreement will not be binding upon any of the parties. No modific	ies with respect to the Matching Program and its results. Any
6.0	 5.2 Match Fees Participation in the Specialties Matching Service 6.1 Duty to Act in a Professional and Ethical Manner 6.2 Completeness, Timeliness, and Accuracy of Information 	* Password:	
	6.4 Restrictions on Persuasion 6.5 Program Quota, Tracks, and Reversions	⊘ Cancel Registration I Accept ►	-

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

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United States – Registration, Ranking, and Results @)(R3 ®)			
Match Home Page	N	3		
Institution: <u>National Medical Center-Te</u> Role: Program Director Username: <u>gomez_addams</u>	<u>st Institution - Washington, DC</u>	Match Year: Appointment Year:		
You currently have 0 Active Programs in the Match.				
Program Description 🔹 NRMP Program Code	♦ Program Status ♦ Program Director		Reversions	Current Quota 🗢
Pediatric Surgery 1000445F0	A INITIAL Gomez Addams	TEST (Pledged on Feb 13, 2023)	D0 R0	2
Match Event	Start Date	End Date		
Register	08 Feb 12:00 PM EST	19 Apr	09:00 PM EDT	
🕜 Rank	22 Mar 12:00 PM EDT	19 Apr	09:00 PM EDT	
Match Computation	19 Apr 09:00 PM EDT	03 May	12:00 PM EDT	
Match Results	03 May 12:00 PM EDT	03 Nov	12:00 AM EDT	
Closed	03 Nov 12:00 AM EDT			

View Program Details

Match Year:	
NRMP Institution Code: 1000	
ACGME Inst Code:	
NRMP Program Code: 1000445E0	
ACGME Program Code: 4451000222	
	ACGME Inst Code: NRMP Program Code: <u>1000445F0</u>

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

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United States – Registration, Ranking, and Results ®(R3 ®)	
	П
iew Program Details	
	п.
Institution: National Medical Center-Test Institution - Washington, DC Match Year:	ш
Role: Program Director Appointment Year:	ш
Username: gomez_addams NRMP Institution Code: 1000	
Institution Status: ACTIVE ACGME Inst Code:	
Program Name: Pediatric Surgery NRMP Program Code: 1000445F0	
Program Type: Fellowship ACGME Program Code: 4451000222	ш
Program Status: ACTIVE	Ц.
Status	L
Current Program Status ACT/VE	L
	L
Withdraw >	
Quota 🗸	
Change Requests & Approvals	-
Program Director/Coord	

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

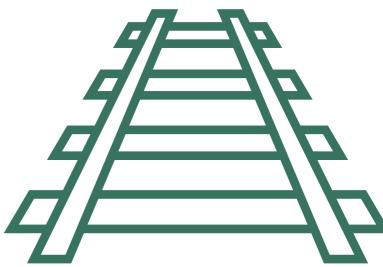
Program Information

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United States – Registration, Ranking, and Results	@(R3 @)
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Program Address	
Program Addr	Use Institution Address
	Intry United States
Mail S	Stop
* Street Address Li	ne 1 100 Maple Street
Street Address Li	ne 2
Street Address Li	ne 3
* City / Te	own Washington
* S	District Of Columbia
* Zip / Postal C	ode 20001
Program Contact Information	
Public Phone Num	ber (202) 433-2233
Public Fax Numi	
	ess coordinatorname@nationaltest.org
	URL www.nationaltest.org/pedssurg
riogramo	www.nauonaitescorg/peussulg
	Cancel Save Program Directory Information
Program Directory Information	×
Reversions	

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"), th urges you to read it thoroughly. Once you execute the Agreement and the NRMP accepts you 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 t positions in the Match or another national matching plan. Programs also must select U.S. I senior students ("sponsored applicants") only through the Match or another national match (Section 3.2)
- The NRMP is not an employment service and do applicants and training programs. In addition, trai 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. Informatic the applicant would sign and institutional policies requirements, drug screening protocols, and bac

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 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.





Match Participation Agreement for Programs

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

TABLE OF CONTENTS

ons and Participants gories of Program Positions ram Leadership and Staff

Introductiv

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

The NRMP Ma through the NR Agreement ma start date within in violation of th		Inch, please enter search criteria below. If searching only by name, you must enter at least part of the Fir th, click on the "Search for Multiple Applicants via Bulk Upload" button at the top of the screen. The bulk s NRMP ID (N#######) AAMC ID (########) First Name e Last Name doolittle School Name + Click to Find School		ption for	n in another program Match Participation tus, if that position has a one-year period will be
Programs shall directors shall whether an app permanently, a The Applicant I		Ø Reset Search ►			al officials and program History also will indicate one to three years or
	There are 7 Applicants Matching	your search query Click any column header to sort by that column.			
	Name	School Name	NRMP ID	AAMC ID	
To con	Adams-Doolittle, Benjamin	Edward Via College of Osteopathic Medicine-Virginia Campus (621)	N0260354	13038469	e Last Name.
To con	Doolittle, Derrick	University of Nebraska College of Medicine (149)		12622160	ct matching.
	Doolittle, Eliza	National School of Medicine and Health Sciences - Test School (100)	N0211942	11507822	
	Doolittle, Jeffery	University of Mississippi School of Medicine (147)		10175812	
	Doolittle, Matthew	University of Illinois College of Medicine at Urbana-Champaign (903)		10210986	
	Doolittle, Othniel	Southern Illinois University School of Medicine (810)		12292729	
	Doolittle, Rose	McGovern Medical School at the University of Texas Health Science Center at Houston (809)	N0141224	12965993	
	Definition of alert symbols:	1 to 7 of 7 rows Next > d to be in violation of the NRMP Match Participation Agreement. For further information. please view the /	Lest P 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.

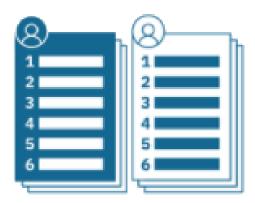
Ensure all recruitment team members are aware of policies.

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

iour Deo	Program Type: Fellowship ACGME Program Code: 4451000222 Program Status: RANKING Image: Code State						
Prog	gram Rank Order List						
		ist by entering their NRMP ID or the "Drag & Drop" column to mo it record below to delete them fro	om the list.	-		e IDs in the "Import A	Applicant List" tab.
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	Drag & Drop Rank	Applicant Name	Medical School	Status 🕐	NRMP ID	AAMC ID	Remove
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	2 Applic	ant NRMP ID or AAMC ID				Add Applicant 8	& Save
Ц							

Find & Add Applicants

Program Rank Order List							
 You may at Click, drag Select the Do not ope 	ld Applicants to and drop the icc ed X on any Ap n or edit Rank C	the list by entering their ons in the "Drag & Drop" plicant record below to d order Lists in multiple tab	Certification Deadline is Wednesday, Appl NRMP ID or AAMC ID below, searching for them on the "Find column to move an Applicant's rank. elete them from the list. s or browsers simultaneously.	-	ing multiple IDs in	n the "Import App	licant List" tab.
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=	2	Potter, Harry	Indiana University School of Medicine	ACTIVE	N0945756	53214795	x
Ø Cano	el Changes		Save 👗 Search my List	🖨 Print		面 Delete Al	I
3		Applicant NRMP ID or A4	AMC ID		Ad	d Applicant & Sa	ave

Other Features

• You may add Applicants to the list by entering their INKIVIP ID or AAIVIC 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.

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)rag & Drop	Rank	Applicant Name	Medical School			Status 🕜	NRMP ID	AAMC ID	Remove
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\equiv	2	Potter, Harry	Indiana University Scho	ool of Medicine	ACTIVE	N0945756	53214795	x	
\equiv	3	<u>Khatri, Anisha</u>	Morehouse School of N	Nedicine	ACTIVE	N0945760	63471899	x	
=	4	Jones, Aaron David	Nova Southeastern Uni	iversity Dr Kiran C Patel College of Osteop	ACTIVE	N0945762	25874126	x	
🖉 Ca	ncel Change	s	🖺 Save	A Search my List	⊖ F	Print	i Delete All		
5 Applicant NRMP ID or AAMC ID						Add Ap	plicant & Sav	e	

Certifying the ROL

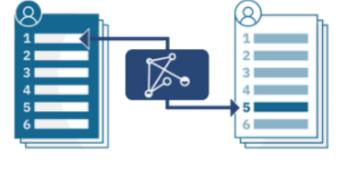
	Institution: National Me							
	Role: Program D	irector Appointment Year: 2024	Appointment Year: 2024					
	Username: gomez_add	dams NRMP Institution Code: 1000	NRMP Institution Code: 1000 ACGME Inst Code:					
I	nstitution Status: ACTIVE							
	Program Name: Pediatric Si	<u>45F0</u>						
Program Type: Fellowship ACGME Program Code: 4451000222 Program Status: CERTIFIED Image: Status Sta								
am Rank	Order List							
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am Rank	Order List	Print List						
am Rank Rank	Corder List	Print List Print List Medical School	Status 🕐	NRMP ID	AAMC ID			
			Status 🕝 ACTIVE	NRMP ID N0945758	AAMC ID 31475932			
Rank	Applicant Name	Medical School						
Rank 1	Applicant Name <u>Howard, Julia</u>	Medical School Touro University College of Osteopathic Medicine-California	ACTIVE	N0945758	31475932			

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



 \square

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)

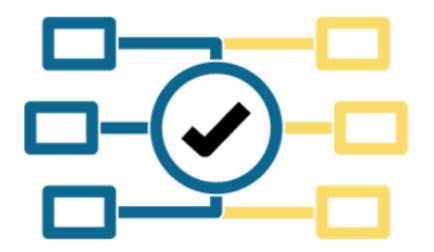
Rank applicants in the order of your true preference

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

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Questions?



THANK YOU and Good Luck in the Match!



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



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