Program Checklist for Participating in Phase II of the 2019 ASHP Match

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All programs with unfilled positions from Phase I and/or new positions that become available after Phase I must offer their available positions to applicants in Phase II of the ASHP Match.

You must use the NMS Match System to enter and certify a Rank Order List of applicant choices for each program offered by your residency in Phase II of the Match by \textbf{11:59 p.m. Eastern Time on April 3, 2019}.

You must accept each applicant matched to your residency, as stipulated in the ASHP Match Rules and Residency Agreement.

If a program has no acceptable applicants to rank, or will not offer any unfilled Phase I position(s) for the coming year, you must use the NMS Match System to indicate that the program will not be ranking applicants for Phase II of the Match.

1 \hspace{5cm} \textbf{Verify your residency and program information for Phase II in the NMS Match System.}

\begin{itemize}
  \item Residencies and programs that were active in Phase I of the ASHP Match and were left with unfilled positions are made active initially for Phase II of the Match. All positions that remain unfilled after Phase I must be offered to applicants in Phase II. A program can decide not to offer an unfilled position in Phase II only if it will not fill the position for the coming year (e.g., anticipated loss of funding, shifting of funding to other purposes).

  \item If you decide not to fill any positions for the coming year in a program that is active for Phase II, you can withdraw the program using the NMS Match System before the Phase II Rank Order List deadline.

  \hspace{5cm} \textbf{Learn More About Withdrawing from the ASHP Match} ›

  \item You can modify the number of positions offered by a program in Phase II using the NMS Match System at any time before the Phase II Rank Order List deadline.

  \hspace{5cm} \textbf{Learn More About Changing the Number of Positions in Phase II} ›

  \item Additional programs that are not initially active in Phase II, but now have positions available, may also be offered in Phase II. This includes programs that previously filled all positions in Phase I or through the Early Commitment Process, programs that withdrew from Phase I, or newly created programs. To activate a program in Phase II, you must submit a written request to NMS, on your residency’s letterhead and signed by the Program Director, indicating the number of positions to be offered in Phase II and the reason why the new activation is required. The request must be submitted as soon as possible, and no later than 5:00 p.m. ET on April 3, 2019.

  \hspace{5cm} \textbf{Learn More About Activating Additional Programs for Phase II} ›

  \item You may change your residency’s contact information in the NMS Match System at any time before the Phase II Rank Order List deadline.

  \hspace{5cm} \textbf{View the User Guide for Updating Account and Profile Information} ›
\end{itemize}

2 \hspace{5cm} \textbf{Ensure your applicants are eligible for Phase II and can rank your program(s).}

\begin{itemize}
  \item Applicants who were not matched in Phase I, and new applicants who registered for the ASHP Match after Phase I was completed, will be able to submit applications to programs beginning at 9:00 a.m. ET on March 19, 2019. Programs will be able to access PhORCAS to view and download application information at that time; no information on applications will be available to programs before 9:00 a.m. ET on March 19, 2019.

  Programs can access the NMS Match System on March 19 to view a list of applicants who submitted Rank Order Lists for Phase I of the Match but did not match to a position. This list of unmatched applicants can be filtered by the program type ranked by the applicant.
\end{itemize}
• Confirm that each applicant you wish to rank is registered for the ASHP Match and eligible to participate in Phase II. The List of Registered Applicants accessible in the NMS Match System will be updated on March 19 to include only those applicants who are eligible to participate in Phase II (applicants matched in Phase I are removed from the list). If one of your applicants is missing from the list and did not match in Phase I, encourage the applicant to register for the ASHP Match as soon as possible.

• You should provide the 6-digit Match Code Number of each program offered by your residency in Phase II to the applicants under consideration to ensure they use the correct Code Number to identify the program on their Rank Order Lists. A match can occur only if you rank an applicant on a program’s Rank Order List and that applicant ranks that same program with the correct Code Number on their Rank Order List. If an applicant ranks a program represented by one Code Number, but is ranked by a different program with a different Code Number, a match will not be made.

Determine your preferences for applicants for each program offered by your residency.

• For each program, rank applicants according to your true preferences. Rank your most preferred applicant as #1, your next most preferred applicant as #2, and so on. Do not consider how any applicant might rank the program when ordering your choices.

The rank numbers assigned to your most preferred applicants, up to the number of positions to be filled in the program, are not significant, as a position is available for each of those applicants if they want it. However, for less preferred applicants the rank numbers are very significant as they indicate your preference for each of these applicants if the program cannot match with all of its most preferred applicants.

You should rank all applicants who are acceptable for the program. By including more applicants on your Rank Order List, you may increase the likelihood of filling all the positions in the program. The program will be matched with the most preferred applicants on the list that rank the program and do not match with programs that the applicants prefer.

Do not rank any applicant that you consider unacceptable. A program can only be matched with applicants that appear on its Rank Order List.

Learn More About Ranking Strategy ›

• Applicants and programs may not communicate, accept or use any ranking-related information prior to the release of results for Phase II of the ASHP Match, and may never solicit such information either during the Match or after the Match results are released. Residencies that offer more than one program in the ASHP Match are expected to ask applicants to identify the program(s) to which the applicants are applying; however, residencies may not solicit information about applicants’ rankings of these programs.

Learn More About the ASHP Match Rules ›

• The options to submit reversions and multiple lists are not available in Phase II of the Match.

• If a program has no acceptable applicants to rank for Phase II, but has positions available that you would like to fill, you should certify a Rank Order List with no applicants for the program in the NMS Match System. The program will be included on the List of Programs With Available Positions for the Post-Match Process.

Learn More About Having No Applicants to Rank ›

Enter and certify a separate Rank Order List in the NMS Match System by 11:59 p.m. ET on April 3, 2019 for each program offered by your residency.

• The NMS Match System opens for the entry of rankings for Phase II on March 25, 2019. All Rank Order Lists must be submitted to NMS online using the NMS Match System.

• From the Rankings section of the NMS Match System, search and add applicants to each program’s Rank Order List in order of your true preferences. Ensure that the applicant’s name and 5-digit Code Number shown on the Rank Order List are correct for each applicant you rank.

If a program has a relatively long list of choices (more than 25) that can be provided in a comma-separated text file (.csv), you may find it easier to import the list from the file, rather than searching and adding applicants individually.

View the User Guide for Entering Rankings ›

• If an applicant you intend to rank is currently withdrawn, you should leave the withdrawn applicant on your Rank Order List. If the applicant is reinstated prior to the deadline, that ranking will be used in the Match. If the applicant remains withdrawn, the Rank Order List will be processed as if you had not ranked the withdrawn applicant.
• Each program’s Rank Order List must be entered and certified by 11:59 p.m. ET on April 3, 2019. You should enter and certify your Rank Order List(s) well before the Rank Order List deadline date to avoid potential system access problems near the deadline.

  View the User Guide for Certifying Your Rank Order List(s) ›

You can make changes to a list even after it is certified, until the Rank Order List deadline. If you change a list after it is certified, you simply have to certify the list again before the deadline in order for it to be used in the Match.

You will not be able to access the NMS Match System to enter ranks, certify a Rank Order List or withdraw a program for Phase II after the Phase II Rank Order List deadline.

• You should print a copy of each program’s certified Rank Order List for your records, as this information will only be available until April 11, 2019.

5 Phase II Match results will be available on April 10, 2019.

• Your program’s Phase II Match result will be available in the NMS Match System beginning at 12:00 p.m. noon ET on April 10. As a secondary delivery method, NMS will make one attempt to send the Match result to you by e-mail, with the intention of having all e-mails sent by 12:00 p.m. noon ET on April 10, 2019. Result e-mails that are delayed or not delivered will not be resent.

  Learn More About the Results of the ASHP Match ›

• You should contact the applicant(s) matched to your residency after 12:00 p.m. noon ET on April 10 to acknowledge the Match result. No contact between applicants and residencies should take place prior to 12:00 p.m. noon ET. You must send a letter of agreement to each applicant matched to your residency no later than May 10, 2019.

• Results of the ASHP Match constitute a binding commitment between applicants and residency programs. If an applicant refuses to accept the Match result, please report this immediately to NMS or ASHP.

6 If your residency has one or more unfilled positions after Phase II of ASHP Match, you may offer those positions to applicants in the Post-Match Process.

• A list of programs that were active in Phase II and were left with unfilled positions will be provided to applicants in the NMS Match System beginning at 12:00 p.m. noon ET on April 10, 2019. Programs can update the information on this list using the NMS Match System.

  View Instructions for Updating the Number of Positions Available After Phase II ›

• No contact between unmatched applicants and programs with available positions, or any other action related to filling positions after Phase II, is to be taken prior to 12:00 p.m. noon ET on April 10, 2019.

• Beginning at 12:00 p.m. noon ET on April 11, 2019, applicants who did not obtain a position in either Phase of the ASHP Match will be able to submit applications using PhORCAS to programs with available positions.

  Programs will be able to access applications in PhORCAS beginning at 12:00 p.m. noon ET on April 11. Programs will also have access in the NMS Match System to a list of applicants who certified a Rank Order List for the Match but did not obtain a position. This list of unmatched applicants will not be updated during the Post-Match Process.

• Programs should not make offers to applicants to fill positions available in the Post-Match Process until April 17, 2019.

  Learn More About the Post-Match Process ›

Review the ASHP Match web site at natmatch.com/ashprmp for more information regarding the procedures for participating in the ASHP Match.

If you have any questions about the ASHP Match, please contact NMS directly.

January, 2019