American Society of Health-System Pharmacists

RESIDENT MATCHING PROGRAM

Program Instructions for Participating in Phase I of the 2024 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 by **11:59 p.m. Eastern Time on March 1, 2024**.

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

A program that has no acceptable applicants to rank or is no longer offering any positions must use the NMS Match System to indicate the program will not be ranking any applicants for Phase I of the Match (see point #5 below).

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1   **Verify your residency and program information in the NMS Match System.**

- The NMS Match System is accessible from the ASHP Match website at natmatch.com/ashprmp.

  Log In to the NMS Match System ›

- You can change your program description(s) and/or add a new program to your residency online only until the system opens for rankings on February 12, 2024. After this date, you must contact NMS to make these types of changes. You should also communicate such changes directly to your applicants as soon as possible, to minimize confusion.

  You may change your contact information, the number of positions offered in a program, or withdraw a program online at any time until the Rank Order List deadline.

  View the User Guide for Updating Residency and Program Information ›

2   **Provide your applicants with information that will help them rank your program(s).**

- Ensure you have provided complete and accurate information to applicants prior to the Rank Order List deadline concerning the position(s) offered in the Match, including all organizational, residency, and program policies related to eligibility requirements and terms of appointment.

- You should provide the 6-digit Match Code Number for each program offered by your residency directly to the program's applicants 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 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.

- Programs may voluntarily inform applicants as to whether or not they remain under consideration for admission, but are not obliged to do so. Programs must never request ranking information from applicants, and applicants must never request ranking information from programs. Prior to the release of the Phase II Match results, neither programs nor applicants may disclose to the other party any information regarding the positioning of any applicant or program on a Rank Order List.

  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.

  Review the ASHP Match Rules ›

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

- You must prepare a separate Rank Order List of applicants for each program offered in the Match. 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.

For programs offering more than one position, you can rank your most preferred applicants, up to the number of positions to be filled, in any order as each of these applicants is effectively considered to be a first choice. For example, if a program has 3 positions, the specific order in which the top 3 applicants are ranked will not matter, as positions are available for all 3 of those applicants. However, the rank numbers you assign to your less preferred applicants (e.g., ranks 4 and onwards) are very significant as they indicate your order of 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 ›

- Residencies offering more than one program may find it helpful to use the Reversion feature offered in Phase I of the Match. A reversion allows the program to move (revert) one or more positions that are left unfilled during the match processing from one program to another, to increase the likelihood of filling all positions at the residency.

  View Information, Examples, and Instructions for Submitting Reversions ›

- Most programs will submit only one Rank Order List in order to match with the most desirable applicants. However, if a program has special requirements (e.g., a need to match with a particular mix or distribution of applicants with specific characteristics), those requirements may be satisfied by submitting multiple Rank Order Lists for a single program.

  View Information, Examples, and Instructions for Submitting Multiple Lists ›

- If you have special requirements that you do not know how to address in the Match, please contact NMS to discuss your situation as soon as possible. Special requests that are not discussed with NMS until just before the Rank Order List deadline are more difficult to accommodate.

4 Enter and certify your Rank Order List(s) in the NMS Match System by 11:59 p.m. Eastern Time on March 1, 2024.

- The NMS Match System opens for the entry of rankings for Phase I on February 12, 2024.

- In the Rankings section of the NMS Match System, search for and add applicants to each program's Rank Order List in rank number sequence. 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 file (.csv), you may find it easier to import a file of rankings rather than searching and adding applicants individually.

  View the User Guide for Entering Your 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. If you need clarification regarding the status of any applicant in the Match, contact the applicant directly.

- Each program's Rank Order List must be entered and certified by 11:59 p.m. Eastern Time on March 1, 2024 for it to be used in Phase I of the Match. You should enter and certify your Rank Order List(s) well before the Rank Order List deadline to avoid potential 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 I after the Phase I Rank Order List deadline.

- You should print a copy of each program's final certified Rank Order List for your records, as this information will only be available until 11:59 p.m. Eastern Time on March 14, 2024.

5   **Programs with no applicants to rank and programs that no longer have positions available must use the NMS Match System to indicate they will not be ranking any applicants for Phase I of the Match.**

- If a program has no acceptable applicants to rank for Phase I but has one or more positions available that you would like to fill, the program should remain active and you should certify a Rank Order List with no applicants so that the position(s) can be offered in Phase II of the Match.

  If a program has no applicants to rank and you wish to move its position(s) to another program where the position(s) may be filled in Phase I, you should withdraw the program and increase the number of positions to be filled in the other program prior to the Phase I Rank Order List deadline.

  Learn More About Having No Applicants to Rank ›

- If a program no longer has any positions available to offer to applicants, you must withdraw the program from the Match by 11:59 p.m. Eastern Time on March 1, 2024. Programs that withdraw in Phase I will be excluded from Phase II.

  Learn More About Withdrawing from the Match ›

6   **Phase I Match results will be available on March 13, 2024.**

- Your program's Phase I Match results will be available online in the NMS Match System starting at 12:00 p.m. noon Eastern Time on March 13. In addition, NMS will make one attempt to send the Match result by email to each residency that participated in Phase I of the Match by 12:00 p.m. noon Eastern Time on March 13, 2024. Result emails that are delayed or not delivered will not be resent, as the same information will be available in the NMS Match System.

  Learn More About Obtaining Your Match Results ›

- You should contact the applicant(s) matched to your residency after 12:00 p.m. noon Eastern Time on March 13, 2024 to acknowledge the Match result. No contact between applicants and residencies should take place on March 13 prior to 12:00 p.m. noon Eastern Time.

  You must contact each applicant matched to your residency in writing no later than April 12, 2024, and request the applicant respond in accordance with your instructions, to confirm and document acceptance of the Match results and to provide general information about the hiring process, including pre-employment requirements.

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

7   **If your residency has one or more unfilled positions after Phase I of the ASHP Match, you must offer those positions to applicants in Phase II of the Match.**

- Unfilled positions from Phase I must be offered to unmatched applicants in Phase II of the Match. Positions that become available after Phase I may also be offered in Phase II.

  Learn More About Phase II of the ASHP Match ›

- No contact between unmatched applicants and programs with available positions, or any other action related to filling positions after Phase I, is to be taken prior to 12:00 p.m. noon Eastern Time on March 13, 2024.

- Beginning at 12:00 p.m. noon Eastern Time on March 13, a list of programs participating in Phase II of the Match will be provided on the ASHP Match website for the use of unmatched applicants. Applicants eligible to participate in Phase II will be able to use PhORCAS to prepare their applications for Phase II beginning on March 14, and to submit applications to programs participating in Phase II beginning at 9:00 a.m. Eastern Time on March 18, 2024.

  Programs participating in Phase II will be able to access Phase II applications in PhORCAS beginning at 9:00 a.m. Eastern Time on March 18. Programs will also have access in the NMS Match System to a list of applicants who certified a Rank Order List for Phase I but did not obtain a position.

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