

# American Society of Health-System Pharmacists

## RESIDENT MATCHING PROGRAM

### Program Instructions for Participating in Phase II of the 2024 ASHP Match

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 **11:59 p.m. Eastern Time on April 3, 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 that will not offer any unfilled Phase I position(s) for the coming year must use the NMS Match System to indicate that the program will not be ranking applicants for Phase II of the Match.

#### 1 Verify your residency and program information for Phase II in the NMS Match System.

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

[Learn More About Withdrawing from the Match >](#)

- 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.

[Learn More About Changing the Number of Positions in Phase II >](#)

- 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 for the new activation. The request must be submitted as soon as possible, and no later than 5:00 p.m. Eastern Time on April 3, 2024.

[Learn More About Activating Additional Programs for Phase II >](#)

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

- Beginning at 9:00 a.m. Eastern Time on March 18, 2024, you can access PhORCAS to view and download your Phase II applications. No applications will be available before that time.

You can also access the NMS Match System on March 18 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 can be filtered by the program type ranked by the applicant in Phase I of the Match.

- Ensure you have provided complete and accurate information to applicants prior to the Rank Order List deadline concerning the position(s) offered in Phase II of 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 in Phase II 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 Phase II of 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 in Phase II, 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 >](#)

- 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, the program should remain active and you should certify a Rank Order List with no applicants in the NMS Match System by the Phase II Rank Order List deadline. 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 >](#)

### **4 Enter and certify your Rank Order List(s) in the NMS Match System by 11:59 p.m. Eastern Time on April 3, 2024.**

- The NMS Match System opens for the entry of rankings for Phase II on March 25, 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 April 3, 2024 for it to be used in Phase II 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 II after the Phase II 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 April 11, 2024.

#### **5 Phase II Match results will be available on April 10, 2024.**

- Your program's Phase II Match results will be available online in the NMS Match System starting at 12:00 p.m. noon Eastern Time on April 10. In addition, NMS will make one attempt to send the Match result by email to each residency that participated in Phase II of the Match by 12:00 p.m. noon Eastern Time on April 10, 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 April 10, 2024 to acknowledge the Match result. No contact between applicants and residencies should take place on April 10 prior to 12:00 p.m. noon Eastern Time.

You must contact each applicant matched to your residency in writing no later than May 10, 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.

- Results of the ASHP Match constitute binding commitments 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 the 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 Eastern Time on April 10, 2024. You can update your residency's information on this list using the NMS Match System.

[View Instructions for Updating the Number of Positions Available After Phase II >](#)

- No contact between applicants seeking positions 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 Eastern Time on April 10, 2024.
- You will be able to access applications in PhORCAS beginning at 12:00 p.m. noon Eastern Time on April 11. You 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, 2024.

[Learn More About the Post-Match Process >](#)

**If you have any questions about the ASHP Match, please [contact NMS](#) directly.**