TO: Program Directors of Pharmacy Residency Programs
FROM: National Matching Services Inc. (NMS)
RE: ASHP Resident Matching Program for Positions Beginning in 2019

Residencies must register online to participate in the Match and PhORCAS. Use the link provided in the registration e-mail to start the registration process for your residency. The registration process should be completed by September 14, 2018.

Positions beginning in 2019 in postgraduate year one (PGY1) or postgraduate year two (PGY2) pharmacy residency programs are offered to applicants through the ASHP Resident Matching Program (the “Match”). The Match is administered by National Matching Services Inc. (NMS) on behalf of ASHP.

This memorandum and the accompanying material provide information about the Match and how to register to participate. To ensure that your residency and program(s) are properly registered for the Match and PhORCAS, you must complete the online registration process by September 14, 2018.

PROGRAM PARTICIPATION IN THE MATCH

All PGY1 and PGY2 pharmacy residencies that are ASHP-accredited, or are in a candidate or pre-candidate status, must offer all positions through the Match. Only residencies conducted by the Indian Health Service and residencies that offer positions exclusively to commissioned pharmacy officers of the Department of Defense or the Public Health Service are exempt. Additionally, international programs conducted outside of the United States are exempt from the Match, although some may choose to participate in the Match with ASHP approval. Positions for which funding is uncertain should not be offered in the Match.

PGY2 pharmacy residencies must initially register all their positions that start training in 2019 in the Match. Under certain circumstances, a PGY2 residency program may commit a position to a current PGY1 resident in advance of the matching process, as described later in this memorandum in the section titled “Early Commitment Process For PGY2 Programs”.

MATCH OVERVIEW

The matching process places applicants into positions based on the preferences stated in Rank Order Lists submitted by each Match participant. An applicant’s Rank Order List indicates the programs desired by the applicant, in numerical order of preference (first choice, second choice, etc.). Similarly, a program’s Rank Order List indicates the applicants desired by the program, in numerical order of preference.

The Match will be conducted in two Phases.

Phase I: All applicants and programs submit their Rank Order Lists by the Rank Order List deadline for Phase I of the Match. The matching algorithm will be processed using those Rank Order Lists to place applicants into positions. The results of Phase I of the Match will then be distributed to applicants and programs.

Phase II: Programs with unfilled positions in Phase I of the Match will offer those positions to unmatched applicants in Phase II of the Match. New programs or positions that receive funding after Phase I of the Match may also be added into Phase II of the Match, and applicants who did not participate in Phase I of the Match may participate in Phase II. All applicants seeking positions after Phase I and all programs with available positions after Phase I
submit their Rank Order Lists by the Rank Order List deadline for Phase II of the Match. A second match will be carried out using those Rank Order Lists, and the results of Phase II of the Match will then be distributed.

After the results of Phase II of the Match are released, a Post-Match process will be implemented, in accordance with ASHP Match Rules, to assist applicants who are still seeking a residency to be placed into programs with positions available.

**PHORCAS - PHARMACY ONLINE RESIDENCY CENTRALIZED APPLICATION SERVICE**

ASHP has established the Pharmacy Online Residency Centralized Application Service (PhORCAS), an online system to streamline the residency application process for applicants, programs, and reference writers. More information about PhORCAS can be found on the ASHP web site.

PhORCAS and the Match are separate but complementary services operated by separate entities. PhORCAS distributes application information to residencies to initiate the application process, while the Match is used by applicants and residencies to determine the final placement of applicants into positions after the application and evaluation process is completed. PhORCAS and the Match will collaborate and share information on applicants and residencies to ensure the services operate in a coordinated manner. For example, PhORCAS and the Match have established a shared online portal where applicants register for the Match and submit applications to residencies that participate in PhORCAS.

**Residencies must register online to participate in the Match and must participate in PhORCAS; similarly, applicants must register for the Match in order to be eligible to submit applications through PhORCAS to programs that participate in the Match.**

**Your residency will be entered automatically into PhORCAS after you register for the Match** so that applicants can use the service to apply to your residency. The application deadline date that you provide for your residency during the online registration process will be transferred into PhORCAS automatically.

**REGISTRATION PROCEDURES**

The online registration process **must be completed by the Residency Program Director.** Use the link provided in the registration e-mail sent to the Program Director by NMS to start the online registration process for your residency. The online registration process has 3 steps:

a) Set Up Your Account  
b) Submit Residency and Program Information  
c) Accept the Residency Agreement

**a) Set Up Your Account**

The first step in the registration process is to set up your NMS Match System account and connect the residency to your account.

1. **Click on the online registration link** in the e-mail sent by NMS to the Program Director. If the registration e-mail was sent to someone other than the Program Director, the e-mail should be forwarded to the Program Director, who must complete the registration process. Each residency has a unique link. Program Directors responsible for more than one residency will receive separate e-mails from NMS for each residency and must use the unique link provided in each e-mail to register that residency.

2. **Enter the e-mail address of the Residency Program Director.** The e-mail address you enter will uniquely identify your account and will be your username for the NMS Match System. If the e-mail address entered is different from the one pre-populated in the NMS Match System, or if an NMS Match System account already exists with that e-mail address, you will need to follow the onscreen prompts to confirm ownership of the e-mail address.
3. Provide a password and complete the security questions for your account.

Please note that account information is not carried over from previous years. Each Program Director will need to set up a new account in the NMS Match System for the 2019 Match.

Once these steps are completed, your NMS Match System account will be set up and the residency will be connected to your account. If you set up your account but you do not complete the remainder of the registration process, you can Log In to the NMS Match System at another time to complete the registration process for the residency.

If you are responsible for more than one residency, you can set up one account that will be used for all your residencies. The same e-mail, password and security questions will apply to all the residencies associated with your account.

All communications related to the Match, including Match results, will be sent to the one e-mail address in the NMS Match System associated with each residency. The e-mail address you enter is for NMS use only, and will not be published or distributed to applicants. If you want Match communications sent to a different person instead of the Program Director, you can change the e-mail address after the registration of the residency is complete.

PLEASE NOTE: To ensure e-mails from NMS are not inadvertently directed to your “Spam” or “Junk Mail” folder, please whitelist all e-mail from ashprmp@natmatch.com, support@natmatch.com, matchinfo@natmatch.com, and/or any other address with the domain @natmatch.com. The Match web site provides specific information on the IP and e-mail addresses that should be whitelisted in your e-mail system.

b) Submit Residency and Program Information

The Residency and Program Information page is where the Program Director submits information for the residency and its programs that will participate in the Match.

Contact Information: Information on file at NMS will be pre-populated on the page. If any of the contact information is incorrect or is not pre-populated on the page, please update that information accordingly. Please ensure that the residency name displayed in the NMS Match System corresponds to the residency name shown in the online ASHP Directory, to avoid confusing applicants.

Type of Residency: For purposes of the Match, each residency is assigned a residency type that reflects the ASHP standard under which it is accredited, or will be accredited at the time of its next review. If the residency type shown on the page for your residency is incorrect, or if you have any questions concerning the type of your residency, please contact NMS before completing the registration process. You cannot change the type of residency in the NMS Match System. All programs or tracks submitted on the page must be for the same type of residency.

Application Deadline Date: You must provide the application deadline date for your residency. The application deadline date you enter should be no later than the Phase I Rank Order List deadline (March 1, 2019). The application deadline date will be transferred into the PhORCAS system automatically.

Program(s) Offered: As part of the registration process, you must provide information about the program(s) and positions offered by your residency. Most residencies provide only one form of training, or “track”. However, some residencies provide more than one track, for example: training at different sites or locations associated with a PGY1 community-based program; a regular PGY1 track separate from a PGY1 track offered specifically for non-traditional or international candidates; a regular PGY1 track separate from a PGY1 track with a focus on a particular area such as ambulatory care, etc. If your residency offers more than one track, and applicants should be able to rank the different tracks separately for the Match, then each track must be listed as a separate program in the Match. Each separate program is identified in the Match by a unique Code Number and program description in the List of Participating Programs. This will permit applicants to rank specific programs at your residency, and enable you to rank specific applicants for each separate program.
Memorandum to Program Director (continued)

- If your residency participated in the 2018 Match, program information is pre-populated on the page based on the information on file at NMS from the 2018 Match. That information includes the 6-digit program Code Number, the number of positions available, and the description for each program that was offered in the 2018 Match, or that filled a position through the Early Commitment Process. (In some cases, the information has been modified based on current information provided to NMS by ASHP.)

- If your residency did not participate in the 2018 Match, a single program has been pre-populated on the page with a 6-digit program Code Number and a program description based on the type of your residency. You will need to provide the number of positions available in the Match for each program offered by your residency.

Please review the pre-populated program information carefully. You may edit the information if necessary, as described below.

**Note to Multiple-Site Residencies:** Residency programs that offer training experiences at different practice sites must notify ASHP prior to adding or removing a site. The ASHP must review and approve the change prior to your making the change in the NMS Match System. Please refer to the information and notification forms on the ASHP web site.

**Positions Available:** You must verify or provide the number of positions to be filled in 2019 for each program you are offering in the Match. All positions available to begin training in 2019 in your residency must be registered for Phase I of the Match and offered to applicants through the matching process or through the Early Commitment Process described later in this memorandum.

You may change the number of positions available, if necessary, at any time up to the deadline for submitting the Rank Order Lists for each Phase of the Match.

Furthermore, it is possible to move position(s) that remain unfilled from one program to another within the matching process, to attempt to fill the available position(s) in the other program. For example, if a position remains unfilled in a PGY2 program, that position can be moved within the matching process to another PGY2 program, or to a PGY1 program, where the position may be able to be filled. This is referred to as “reverting” unfilled positions from one program to another. More information about reversions is available on the Match web site.

**Program Description:** Each program offered by your residency in the Match is identified by a program description that indicates the type of residency - i.e., PGY1 or PGY2, and area of specialization if appropriate. Program descriptions can be a maximum of 50 characters including spaces between words.

If your residency offers more than one track, the program description of each program must uniquely and clearly distinguish that program from any other program offered by your residency. For example, if your residency is a PGY1 Pharmacy residency that offers only one program in the Match, the program description should be simply PGY1. However, if your residency offers more than one program in the Match, then none of the program descriptions should be simply PGY1. Each program description must start with PGY1, but should include additional information to distinguish that program from the other program(s) offered by your residency (e.g., location, specialization focus, etc.). Please note that any program description you enter or modify must still indicate the type of residency (abbreviated if necessary) as the first part of the program description; additional information to uniquely identify each program should be added at the end of the program description.

Deleting a program: If a program that is pre-populated on the page will not be offering positions beginning in 2019, you should delete the program. Note that every residency registered for the Match must have at least one program. You will not be able to delete a program if it is the only one listed for the residency. If your residency will not be offering any programs or positions beginning in 2019, do not complete the registration process; instead, use the link in the registration e-mail sent to you to indicate the residency will not be participating in the 2019 Match.

If you offer a Multiple-Site Residency and want to remove one or more of the sites, you must notify the ASHP and have that request approved before making the change in the NMS Match System. Please refer to the information and notification forms on the ASHP web site.
Adding a program: If you wish to add a program that was not offered in the Match last year, select the Add New Program link at the bottom of the program information section of the page. All programs listed for the residency must be the same type of residency; to add a program of a different residency type, please contact NMS. You must enter the number of positions to be filled in 2019 and edit the default program description of the program as described above so that the program description uniquely and clearly distinguishes the added program from any other program offered by your residency. After the positions and description have been entered, press the “Add” button. A unique 6-digit program Code Number will be assigned to the program automatically by the system.

If you offer or intend to offer a Multiple-Site Residency and want to add a new site, you must notify the ASHP and have that request approved before making the change in the NMS Match System. Please refer to the information and notification forms on the ASHP web site.

Once all the information on the Residency and Program information page has been entered correctly, select the Continue button.

c) Accept the Residency Agreement

The final step in the registration process is to accept the Residency Agreement. A copy of the Residency Agreement accompanies these instructions. Read the Agreement page carefully, as your organization, residency and program(s) will be committed to abide by the Agreement once the program is registered to participate in the Match. After you have accepted the Agreement, the residency will be registered for the Match. (Note: if you are not authorized to accept the Residency Agreement online please contact NMS.)

REGISTRATION CONFIRMATION

After the online registration process is complete, you will receive a confirmation by e-mail. The confirmation will include the Code Number(s) and program description(s) for each of your program(s) registered for the Match. You should provide the program Code Number(s) to each of your applicants.

EARLY COMMITMENT PROCESS FOR PGY2 PROGRAMS

The Match incorporates an Early Commitment Process, whereby a position in a PGY2 program can be committed to a current PGY1 resident in advance of the matching process under the following conditions:

• The PGY2 program and position must be registered for the Match. The PGY1 resident does not have to be registered for the Match.

• The residency sponsor must have a formal, written policy regarding the promotion of the PGY2 residency to PGY1 residents, and how candidates will be selected and assessed.

• The applicant must be a current PGY1 resident in a PGY1 residency offered by the same sponsor as the PGY2 residency, and the PGY1 and PGY2 residencies must be continuous years of employment for the resident. Questions regarding sponsorship can be addressed by e-mailing the ASHP at asd@ashp.org.

• The PGY1 resident and PGY2 residency must both sign a letter of agreement, which should be downloaded from the Match web site.

• The PGY2 residency program must pay a non-refundable fee of $150 USD to NMS for each position committed to a resident through the Early Commitment Process. Fees may be paid by credit card by telephoning NMS at 800-461-6322 during normal business hours (9 a.m. to 5 p.m. ET, Mon-Fri) to provide credit card information after the completed letter of agreement has been faxed or sent as a scanned e-mail attachment to NMS. Alternatively, fees may be paid by check payable to National Matching Services Inc. and mailed or sent by delivery service to NMS with the letter of agreement.

• The letter of agreement signed by both parties and the fee paid by the residency program must be received at NMS by December 14, 2018.
On receipt of the letter of agreement and fee, NMS will remove the committed PGY2 position from the Match. If
the applicant has previously registered for the Match, NMS will also withdraw the applicant from the Match.

QUESTIONS

Information about the Match can be found at natmatch.com/ashprmp. If you have any questions regarding the
Match, please contact NMS at the contact information shown below:

E-Mail: ashprmp@natmatch.com National Matching Services Inc.
Phone: (800) 461-6322 20 Holly Street, Suite 301
Fax: (844) 977-0555 Toronto, Ontario Canada M4S 3B1

Note: If you intend to send material to NMS by mail, be sure to affix sufficient postage to Canada.

August, 2018
American Society of Health-System Pharmacists

RESIDENT MATCHING PROGRAM

REGISTRATION PROCEDURES

CHECKLIST

☐ Review all accompanying materials:
  • Memorandum of Instructions
  • Residency Agreement
  • Schedule of Dates
  • ASHP Match Rules

☐ The Residency Program Director must complete the online residency registration process.
  • Set up your account in the NMS Match System.
  • Verify the contact information for your residency and make corrections if necessary.
  • Provide the Application Deadline Date for your residency. After you register for the Match, your residency will be entered automatically into the Pharmacy Residency Online Centralized Application Service (PhORCAS).
  • Provide information about each program to be offered in the Match, including the number of positions to be filled in each program. All positions with secured funding must be offered in Phase I of the Match. If you wish to add a program to your residency that is located at a different site than your other program(s), the ASHP must review and approve the new site prior to adding the program.
  • Accept the Residency Agreement.

☐ Following your completion of the residency registration process, NMS will send you a confirmation by e-mail of the information on file for your program(s). The confirmation will include the program Code Number and program description for each program offered in the Match. You should provide the Code Number for each program to your applicants.

☐ Instructions regarding the preparation and submission of your Program Rank Order List(s) for the Match will be sent to registered residencies by February 1, 2019. You must submit your Program Rank Order List information for Phase I of the Match by March 1, 2019.

Note: You should read all materials received from National Matching Services Inc. to ensure you understand all procedures and deadlines. If you have any questions, please contact National Matching Services Inc. directly.