American Association of Physicists in Medicine

MedPhys Match: THE MEDICAL PHYSICS MATCHING PROGRAM

natmatch.com/medphys

Program Checklist for Participating in the 2019 MedPhys Match

You must use the NMS Match System to enter and certify a Rank Order List of applicant choices for each program or track offered by your residency by **11:59 p.m. Eastern Time on March 22, 2019**.

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

If a program has no acceptable applicants to rank or is no longer offering any positions, you must use the NMS Match System to indicate the program will not be ranking applicants for the MedPhys Match (see item #5).

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

- The NMS Match System is accessible from the MedPhys Match web site (natmatch.com/medphys). To avoid confusion for applicants, you should finalize your residency and program information before the system opens for rankings on March 5, 2019.

  Log In to the NMS Match System ›

- You may change your contact information, the number of positions offered in a program, or withdraw a program using the NMS Match System at any time until the Rank Order List deadline on March 22, 2019. You must offer through the MedPhys Match all positions that start training between June 1, 2019 and December 31, 2019.

  You can change your residency display name, program description(s), and/or add a new program to your residency online only until the system opens for rankings on March 5, 2019. After this date, you must contact NMS to make these types of changes.

  View the User Guide for Updating Residency and Program Information ›

2 **Ensure your applicants can rank your program(s).**

- Use the List of Registered Applicants accessible in the NMS Match System to confirm that each applicant you wish to rank is registered for the MedPhys Match, and to obtain the applicant's 5-digit Match Code Number. If an applicant is not on the list, encourage the applicant to register for the MedPhys Match as soon as possible.

  If you use MP-RAP, the applicant Code Number is included as "NMS ID" within that system. MP-RAP lists only applicants who applied to your program, while the NMS Match System lists all applicants who have registered.

  Access the List of Registered Applicants

- You should provide the 5-digit Match Code Number of each program offered by your residency to your 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.

- Ensure you provide complete and accurate information to applicants prior to the Rank Order List deadline concerning the eligibility requirements and terms for appointment, including all relevant institution, residency, and program policies. Furthermore, you must recruit and interview in compliance with relevant institutional and statutory guidelines, which may include non-discriminatory practices.

3 **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.

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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 all acceptable 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 ›

- Programs and applicants may not disclose or solicit any information regarding the positioning of any applicant or program on a Rank Order List. Voluntary disclosure by one party as to whether or not they intend to rank the other party is permitted, but neither party may solicit such information.

  Programs and applicants may not make any commitments regarding offers of appointment to positions prior to the release of the MedPhys Match results.

  Review the Rules and Policies of the MedPhys Match ›

- Residencies offering more than one program may find it helpful to use the "reversion" mechanism offered in the MedPhys Match. A reversion allows you 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 Examples and Instructions for Using Reversions ›

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

  View Examples and Instructions for Submitting Multiple Lists ›

4   **Enter and certify a separate Rank Order List in the NMS Match System by 11:59 p.m. ET on March 22, 2019 for each program offered by your residency.**

- The NMS Match System opens for the entry of rankings on March 5, 2019. All Rank Order Lists must be submitted 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 your 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 MedPhys Match. If the applicant remains withdrawn, the Rank Order List will be processed as if you had not ranked the withdrawn applicant.

- You must enter and certify each program's Rank Order List by 11:59 p.m. ET on March 22, 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 MedPhys Match.

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

- You should print a copy of each program's certified Rank Order List for your records, as this information is only available until April 2, 2019.

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 applicants for the MedPhys Match.**

- If the program has no acceptable applicants to rank, but has positions available, the program should remain active and you should certify a Rank Order List with no applicants, so that it can be included in the Post-Match Process.

  Learn More About Having No Applicants to Rank ›

- If the program no longer has positions available to offer to applicants, you must withdraw the program from the MedPhys Match by 11:59 p.m. ET on March 22, 2019. Withdrawn programs are excluded from the Post-Match Process.

  Learn More About Withdrawing from the MedPhys Match ›

6 **MedPhys Match results will be available on March 29, 2019.**

- Your residency's MedPhys Match results will be available in the NMS Match System beginning at 12:00 p.m. noon ET on March 29, 2019. As a secondary delivery method, NMS will make one attempt to send the MedPhys Match result to you by e-mail, with the intention of having all e-mails sent by 12:00 p.m. noon ET on March 29, 2019. Result e-mails that are delayed or not delivered will not be resent.

  Learn More About the Results of the MedPhys Match ›

- You should contact the applicant(s) matched to your residency after 12:00 p.m. noon ET on March 29, 2019 to acknowledge the MedPhys Match result. On March 29, no contact between applicants and residencies should take place prior to 12:00 p.m. noon ET. Program Directors must send a letter of confirmation within 10 working days of the release of the MedPhys Match results to each applicant matched with the residency.

- The MedPhys Match results constitute a binding commitment between matched applicants and residencies. If an applicant refuses to accept the MedPhys Match result, please report this immediately to NMS or to AAPM's Subcommittee on the Oversight of MedPhys Match (SCOMM).

  Learn About Reporting A Potential Match Violation ›

7 **If your residency has any unfilled positions after the MedPhys Match, you are free to contact and negotiate directly with applicants who did not obtain a position in order to fill available positions in the Post-Match Process.**

- The Post-Match Process begins at 12:00 p.m. noon ET on March 29, 2019. No action to fill available positions may be taken prior to that time.

- Programs with available positions will have access in the NMS Match System to a list of active applicants who certified a Rank Order List but did not obtain a position in the MedPhys Match.

- A list of programs with available positions will be provided in the NMS Match System. This list will enable applicants who are still seeking positions to identify programs with positions available.

  Learn More About the Post-Match Process ›

Review the MedPhys Match web site at natmatch.com/medphys for more detailed information regarding the procedures for participating in the MedPhys Match.

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