Society of Surgical Oncology

BREAST SURGICAL ONCOLOGY FELLOWSHIP MATCH
(SSO Breast Match)

Applicant Instructions for Participating in the SSO Breast Match

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Every applicant must use the NMS Match System to enter and certify a Rank Order List of program choices or withdraw from the SSO Breast Match, by **11:59 p.m. Eastern Time on July 19, 2021**.

If you are matched to a position, you must accept your Match result and attend the program, as stipulated in the Applicant Agreement and SSO Breast Match Rules.

Applicants who withdraw from the SSO Breast Match are permitted to access information on positions that remain available and participate in the Post-Match Process (see point #4 below).

Note: While the Match permits a single program to offer multiple tracks (i.e.,different streams or types of training), **each program participating in the 2021 SSO Breast Match is offering only one track**. Therefore, references to ranking or matching to a "program" or a "track" within a program effectively mean the same thing throughout these instructions, the SSO Breast Match website, and the NMS Match System.

1 | Ensure your information is up to date in the NMS Match System.

- Confirm that you can log in to the NMS Match System, which is accessible from the SSO Breast Match website at natmatch.com/ssobreast.

  Log In to the NMS Match System ›

- You use the NMS Match System to manage your Account and Profile information, enter your rankings, access your Match result, or withdraw from the Match.

  View the NMS Match System Guides for Applicants ›

2 | Determine your preferences for the programs to which you have applied.

- Rank all programs/tracks where you applied that you find acceptable. By including more choices on your Rank Order List, you may increase the likelihood of being matched.

  Rank the programs/tracks in order of your true preferences, with your most preferred choice as rank #1, your next most preferred choice as rank #2, and so on. Do not consider how any program might rank you when ordering your choices. You will be matched to the most preferred program/track on your list that ranks you and does not fill all its positions with applicants it prefers.

  Do not rank any program/track that you consider unacceptable and would not want to be matched with under any circumstances. You can only be matched to a program/track that you include on your Rank Order List.

  Learn More About Ranking Strategy ›

- Applicants and programs may not solicit any information about rankings. You are permitted to voluntarily disclose your intention to rank a program (e.g., "I intend to rank your program"), and programs are permitted to voluntarily disclose their intention to rank you. However, both you and the programs are prohibited from soliciting or disclosing information about numerical rankings or positioning on a Rank Order List (e.g. "you are my first choice").

- If you are considering positions that are not participating in the SSO Breast Match, you must decide prior to the Rank Order List deadline whether to participate in the Match or pursue the positions outside the Match. If you accept a position that is not participating in the SSO Breast Match, you must withdraw from the Match prior to the deadline.

  If you submit a Rank Order List for the Match and are matched to a position, you **must** accept the position and attend the program.

  Learn More About the SSO Breast Match Rules ›

  Learn About the SSO Breast Match Violations Review Process ›

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3   **Enter and certify your Rank Order List in the NMS Match System by 11:59 p.m. Eastern Time on July 19, 2021.**

- The NMS Match System opens for the entry of rankings on June 14, 2021. All Rank Order Lists must be submitted using the NMS Match System.

- The List of Participating Programs on the SSO Breast Match website provides the unique 5-digit Match Code Number for each program/track. As the match is processed using the Code Numbers, make sure the correct Code Number is shown on your Rank Order List for each program/track you want to rank. If you need clarification regarding the Code Number to be used for any program/track, contact the Program Director directly.

  View the List of Participating Programs ›

- In the Rankings section of the NMS Match System, there are two ways to add programs/tracks to your Rank Order List:

  1. Import the programs/tracks where you applied into your Rank Order List and then order them according to your true preferences.

  2. Search for and add programs/tracks individually to your list in order of your true preferences. You can search by Code Number, program name, Program Director name, location, or track description.

  View the User Guide for Entering Your Rankings ›

- Your Rank Order List must be entered and certified by 11:59 p.m. Eastern Time on July 19, 2021. You should enter and certify your Rank Order List well before the deadline to avoid potential problems near the deadline.

  View the User Guide for Certifying Your Rank Order List ›

  You can make changes to your list even after it is certified, until the Rank Order List deadline. If you make changes to a list that has been 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 use the NMS Match System to enter or certify rankings, withdraw, or change any of your information after the Rank Order List deadline.

- You should print a copy of your final certified Rank Order List for your records, as this information will only be available until August 3, 2021.

4   **If you will not submit a Rank Order List for any reason, you must withdraw from the SSO Breast Match using the NMS Match System by 11:59 p.m. Eastern Time on July 19, 2021.**

- If you withdraw, you will not be matched to a position. However, you will be permitted to seek a position after the Match. You will also have access to information on positions that remain available in the Post-Match Process.

  If you have no programs to rank, but want to be included on the List of Unmatched Applicants that is provided to programs in the Post-Match Process, you should withdraw in the NMS Match System and select the withdraw reason that indicates you are still seeking a position.

  Learn More About Withdrawing from the SSO Breast Match ›

5   **SSO Breast Match results will be available on July 30, 2021.**

- Your result will be available in the NMS Match System beginning at 12:00 p.m. noon Eastern Time on July 30, 2021. In addition, NMS will make one attempt to send the Match result in the morning of July 30, 2021 by email to each applicant who certified a Rank Order List and did not withdraw. 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 the Results of the SSO Breast Match ›

- If you match, you and the program where you matched are encouraged to contact each other to acknowledge the result after 12:00 p.m. noon Eastern Time on July 30, 2021. No contact between applicants and programs should take place on July 30 prior to 12:00 p.m. noon Eastern Time.

• The SSO Breast Match result constitutes a binding commitment between you and the program. The program where you matched will send you a letter of confirmation no later than 10 working days after the release of the results. You must return the letter of confirmation in accordance with the program's instructions within 30 days of the release of the SSO Breast Match results.

6 | **If you do not match, you may seek and accept an available position in the Post-Match Process.**

• The Post-Match Process begins at 12:00 p.m. noon Eastern Time on July 30, 2021. No action to fill available positions may be taken prior to that time.

• When the Post-Match Process begins, a list of programs offering positions in the Post-Match Process will be provided in the NMS Match System. Applicants seeking positions are free to contact and negotiate with these programs directly to fill the available positions.

• Programs will have access to information on applicants who submitted an application or Rank Order List but did not match, or who withdrew but indicated they were interested in seeking a position in the Post-Match Process.

• Any application material requested by programs participating in the Post-Match Process must be sent to the program directly (e.g., via email).

Learn More About the Post-Match Process ›

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