

# Society of Surgical Oncology

## BREAST SURGICAL ONCOLOGY FELLOWSHIP MATCH (SSO Breast Match)

### Program Instructions for Participating in the SSO Breast Match

You must use the NMS Match System to enter and certify a Rank Order List of applicant choices for your program by **11:59 p.m. Eastern Time on July 19, 2021**.

You must accept each applicant matched to your program, as stipulated in the Program Agreement and SSO Breast Match Rules.

If your program has no acceptable applicants to rank, or if your program no longer has any positions to offer, you must use the NMS Match System to indicate that you will not be ranking any applicants (see item #6 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 Rank Order Lists submitted by or matches 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 Verify your program information in the NMS Match System.

- The NMS Match System is accessible from the [SSO Breast Match website](#).

[Log In to the NMS Match System >](#)

- You can change your program display name, track description, and/or add a new track to your program online only until the system opens for rankings on June 14, 2021. After this date, you must contact NMS to make these types of changes.

You may change your contact information or withdraw a program/track online at any time until the Rank Order List deadline.

[View the Account User Guide for Programs >](#)

- \* **NEW** \* List Available Positions Post-Match: By default, any program left with unfilled positions after the Match will be included on the list of programs with available positions that is provided to unmatched applicants for the Post-Match Process. However, prior to the Rank Order List deadline, you can choose to exclude your program from the Post-Match list, if desired, even if it does not fill all its positions.

[View Instructions for Excluding Your Program From the Post-Match List >](#)

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

- Ensure you have provided complete and accurate information to applicants prior to the Rank Order List deadline concerning the position(s) being offered in the SSO Breast Match, including all institutional and program policies related to eligibility requirements and terms of appointment, compensation for fellows and approval status of the program.
- You should provide your 5-digit Match Code Number directly to your applicants, to ensure they can identify your program/track on their Rank Order Lists.
- You may not make any commitments to applicants regarding offers of appointment, or require any commitments from applicants, prior to the release of the SSO Breast Match results. Furthermore, programs and applicants may not solicit any information about rankings. You are permitted to voluntarily disclose your intention to rank an applicant (e.g., “I intend to rank you”) and applicants are permitted to voluntarily disclose their intention to rank your program. However, both you and the applicants are prohibited from soliciting or disclosing information about numerical rankings or positioning on a Rank Order List (e.g., “you are my first choice”).

You must accept each applicant matched to your program.

[Learn More About the SSO Breast Match Rules >](#)

[Learn About the SSO Breast Match Violations Review Process >](#)

### 3 Evaluate your applicants.

- The SSO Breast Match Application Service provides tools to help you organize and evaluate your applicants.

[Read About Using Tags, Ratings, and Comments to Evaluate Applicants >](#)

### 4 Determine your preferences for applicants.

- When preparing a Rank Order List, rank applicants according to your true preferences, with your most preferred applicant as rank #1, your next most preferred applicant as rank #2, and so on. Do not consider how any applicant might rank your program when ordering your choices.
- If your program/track is 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 your program/track 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 you cannot match with all of the most preferred applicants.
- You should rank all applicants who are acceptable. By including more applicants on your Rank Order List, you may increase the likelihood of filling all the positions. You will be matched with the most preferred applicants on the Rank Order List that rank your 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 >](#)

### 5 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.
- In the Rankings section of the NMS Match System, there are several ways to add applicants to a Rank Order List:
  - Import some or all of the applicants that have applied to your program into the Rank Order List, then order the rankings according to your true preferences
  - Search for and add applicants to your Rank Order List individually in order of your true preference
  - Import rankings from a comma-separated (.csv) file created using other software

Ensure that the applicant's name and 5-digit Match Code Number are correct for each applicant on the Rank Order List.

[View the User Guide for Entering Your Rankings >](#)

- If an applicant you intend to rank is shown as 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.
- 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 Rank Order List deadline to avoid potential problems near the deadline.

[View the User Guide for Certifying Your Rank Order List >](#)

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 SSO Breast Match.

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

**6 If your program has no applicants to rank, or if your program no longer has positions available, you must use the NMS Match System to indicate that you will not be submitting a Rank Order List.**

- If a program/track has no acceptable applicants to rank but has a position available, you should certify a Rank Order List with no applicants, and the program/track should remain active in order to be included in the Post-Match Process.

[Learn More About Having No Applicants to Rank >](#)

- If a program/track no longer has any positions available to start training in the 2022-2023 Fellowship Academic Year, you must withdraw the program/track from the SSO Breast Match by 11:59 p.m. Eastern Time on July 19, 2021. Withdrawn programs are excluded from the Match and the Post-Match Process.

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

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

- Your program's SSO Breast Match results will be available online in the NMS Match System starting at 12:00 p.m. noon Eastern Time on July 30, 2021. In addition, NMS will make one attempt to send the SSO Breast Match results to your program by email in the morning of July 30, 2021. 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 SSO Breast Match Results >](#)

- You should contact the applicant(s) matched to your program after 12:00 p.m. noon Eastern Time on July 30, 2021 to acknowledge the SSO Breast Match result. You must send a letter of confirmation to each applicant matched to your program within 10 working days of the release of the results. Matched applicants must sign and return the letters of confirmation within 30 days of the release of the SSO Breast Match results.
- The SSO Breast Match results constitute a binding commitment between matched applicants and programs. Release from the SSO Breast Match result requires written approval from SSO. If an applicant refuses to accept the SSO Breast Match result, please report this immediately to NMS or SSO.

**8 If your program has one or more unfilled positions after the Match, you are free to contact and negotiate directly with applicants who did not obtain a position in order to fill your available position(s) 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.
- Programs with available positions will have access in the NMS Match System to information on applicants who submitted an application or certified a Rank Order List but did not obtain a position, or who withdrew but indicated they are still seeking a position.
- Applicants who did not obtain a position in the Match will have access to a list of programs offering positions in the Post-Match Process. Programs can log in to the NMS Match System and remove themselves from the list as positions fill.
- Programs requiring applications from applicants who did not previously apply to their program should request that application materials be sent to the program directly (e.g., via email). No new applications can be sent to programs in the Post-Match Process using the online SSO Breast Match application service.
- If an unmatched applicant accepts a position in a program during the Post-Match Process, the program must notify SSO in writing within 30 days of the acceptance of the unmatched applicant. It is the responsibility of the Program Director to notify SSO of any fellow taken outside of the Match or of any changes in the status of a matched fellow. It is not necessary to notify NMS of any unmatched applicant taken post-Match.

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

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