

American Society of Health-System Pharmacists

RESIDENT MATCHING PROGRAM

Instructions For Submitting Multiple Rank Order Lists For One Program

These instructions apply to a program that wishes to submit more than one Rank Order List ("List") for the positions offered under **one** program Code Number in the Match. This situation arises, for example, when a program wishes to ensure that a proper "balance" or "mix" of applicants is recruited for a single program by submitting separate Lists for applicants with different characteristics.

After reading these instructions, you may wish to refer to the accompanying appendix which provides examples of how multiple Lists can be constructed.

A program that wishes to submit multiple Lists for the positions offered under one program Code Number in the Match must not submit any rankings for the program via the ROLIC system.

The program must follow the instructions provided below, complete and sign the required forms that accompany these instructions, and submit the Lists on paper to NMS, either by fax sent to 416-977-5020 or 716-282-0611, or as a scanned e-mail attachment sent to kparkinson@natmatch.com. (Please note: the confidentiality of information sent by e-mail could be compromised.) The Lists **must be received** by NMS by March 9, 2012.

Use of the ROLIC System

The program **should still use the ROLIC system** to confirm and/or modify non-ranking information, including: program director name, mailing address, telephone number, fax number, e-mail address, and total number of positions to be filled in the Match for the program.

The program should **not enter any choices of applicants into the ROLIC system**. The program must submit the Lists on paper to NMS using the accompanying forms, as described below.

Preparation and Submission of Multiple Rank Order Lists for One Program

The procedures to prepare and submit multiple Lists for one program are described below:

1. You must first decide how many Lists you wish to submit for the program. You must assign each List a unique List Identifier or letter (A, B, C, etc.). This letter is appended to the program Code Number, and will be used to uniquely identify each of the Lists submitted for the program. For example, if you are submitting three Lists for a program whose program Code Number is 123456, the first List will be referred to as List 123456A, the second List will be List 123456B, and the third List will be List 123456C.

If you wish to rank the same applicant on more than one List, refer to the section below titled "Ranking the Same Applicant on More than One List" for further instructions.

Note: The applicants applying to the program need only include on their Rank Order Lists the single program Code Number originally assigned to the program. Applicants do **not** need to know that you are submitting multiple Lists for the program. Applicants do **not** need to know the letters you have added to the Code Number to differentiate the Lists, or on which specific List(s) for the program their names may appear.

2. You must next decide how many positions you wish to fill on each List. **The sum of the number of positions to be filled on each List must add up to the total number of positions to be filled for the program as a whole.** Continuing with the example described above, if program 123456 has 5 positions, the positions might be allocated so that 2 are to be filled from List 123456A, 2 from List 123456B and 1 from List 123456C.

3. Included with these instructions you will find a form entitled *Program Rank Order List*. **Make additional copies of that form**, so that you have at least one copy of the form for each List you intend to submit for the program.

You can rank up to 20 applicants on one form. If any of the Lists you intend to submit for the Match contains more than 20 applicants, you will need to make additional copies of the form to enable you to rank all the applicants.

4. Complete a separate *Program Rank Order List* form for each List you wish to submit. **For each List, enter the unique List Identifier and the number of positions to be filled from that List in the appropriate spaces at the top of each *Program Rank Order List* form.** The residency name, city and state, program description, program director name and 6-digit program Code Number should also be entered on each form, and will be the same on all Lists submitted for one program.

Enter the applicants on each List **in rank number sequence** - the most preferred applicant will be rank 1, the next most preferred applicant will be rank 2, etc. For each applicant ranked on a List, enter the unique rank number, the applicant's last name and first name, and the applicant's 5-digit Code Number.

If you wish to rank more than 20 applicants on a single List, use another copy of the *Program Rank Order List* form to continue ranking applicants. Make sure that all pages that constitute a single List have the same List Identifier at the top of each page, and that all pages are numbered (start with page 1 for each separate List). All pages for each distinct List should be submitted together; do **not** intermix pages from different Lists when submitting your Lists to NMS.

5. For each List you submit, you should consider carefully whether or not you wish to revert any unfilled positions that may remain on that List to another List for the same program, or to a List for a different program. Reverting unfilled positions from one List to another may reduce the likelihood that the program will be left with any unfilled positions after the Match. (Please refer to the section below titled "Reverting Unfilled Positions".)
6. After you have completed all the *Program Rank Order List* forms, you should fill out the accompanying form entitled *Cover Page for a Program Submitting Multiple Lists*. If your residency has more than one program for which you wish to submit multiple Lists, you should complete a separate *Cover Page* for each of the programs submitting multiple Lists.

Clearly identify at the top of the *Cover Page* the residency and program for which multiple Lists are being submitted. Make sure you enter the program Code Number and the **total** number of positions to be filled in the program at the top of the form.

In the section titled *Summary of Lists Submitted for This Program*, identify each List you are submitting by the List Identifier (Lists A and B are pre-identified on the form). Enter for each List the number of applicants ranked on the List and the number of positions to be filled from the List. The sum of the number of positions to be filled from each List must equal the total number of positions to be filled for the program as a whole.

In the section titled *Reversion of Unfilled Positions Between Lists*, provide instructions for reverting any unfilled positions that may remain from one List to another List. Refer to the section below titled "Reverting Unfilled Positions". (Note: If a program involved in a reversion is from a different residency than the program completing these forms to submit multiple lists, the Program Director of the other residency program must submit a signed letter to NMS indicating that he/she is aware of the potential reversion of unfilled positions to or from his/her program.)

7. In addition to the information provided on the accompanying forms, as described above, you may also wish to submit a letter to NMS with the Lists, indicating any relevant information that you feel may be of assistance to us in processing the Lists for your program.
8. After you have completed all the *Program Rank Order List* forms and *Cover Page*, you must sign, date and number each page in the spaces provided at the bottom of each form. All *Program Rank Order List* forms and *Cover Page* for a single program must be submitted to NMS together, either by fax sent to 416-977-5020 or

716-282-0611, or as a scanned e-mail attachment sent to kparkinson@natmatch.com. (Please note: the confidentiality of information sent by e-mail could be compromised.)

The *Program Rank Order List* forms and *Cover Page* **must be received by NMS by March 9, 2012.**

9. When the results of the Match for the program are conveyed to you, the applicants matched from the various Lists you submit will be combined together, so that you will receive a single integrated list of applicants matched to the program.

Ranking the Same Applicant on More than One List

It is likely that, in most cases, an applicant will appear on only one of the Lists submitted for the program. However, it is permissible to rank a single individual on more than one List for a program, and to assign a different rank number to the applicant on each List if desired.

If you rank the same applicant on multiple Lists for the same program, a situation can arise where that applicant can match to the program on more than one List. The selection of which List the applicant is matched on can affect other match results for the program. For example, if an applicant can match to a program on either List A or List B, matching the applicant on List A means that the position on List A will be filled and the matching process will continue to attempt to fill the position on List B with additional applicants from List B. On the other hand, if the applicant is matched on List B, the matching process will attempt to fill the position on List A with additional applicants from List A.

In the matching process, this situation is addressed by assigning a “priority” to each List - e.g., if an applicant can match on both List A and List B, and List A has priority over List B, then the applicant will match on List A, and the position on List B will be filled by another applicant from List B if possible. When using multiple Lists for a single program, **each List is automatically assigned an alphabetical priority based on the letter used to identify the List.** For example, List 123456A will be given priority over List 123456B, so that if the same applicant can be matched to the program on either List, the applicant will be matched on List A, and the position on List B will be available for other applicants. If you rank the same applicant on multiple Lists for one program, you should consider this implied priority when assigning the alphabetic List Identifier to each List. Note: the implied priority for each List is relevant only when the same applicant can match on more than one List, and does not affect the Match in any other way.

Reverting Unfilled Positions

Within the matching process, it is possible to move (“revert”) one or more positions that remain unfilled on one List (the “Donor List”) to a second List (the “Receiver List”), so that an attempt can be made to fill the available position(s) on the second List. For example, positions can be reverted from one List for a program to another List for the same program (e.g., from List 123456A to List 123456B). Alternatively, positions can also be reverted from a List submitted for one program to a List submitted for a different program; for example, from List 123456A to a List for program 654321, or from a List for program 654321 to List 123456A. **Programs submitting multiple Lists should consider making use of this option in order to reduce the chances of being left with unfilled positions.**

The matching process provides considerable flexibility to programs that wish to revert unfilled positions between Lists, particularly when reverting positions between multiple Lists submitted for the same program. The available options are described below.

A Donor List can revert some or all of its unfilled positions. It can also revert unfilled positions to more than one Receiver List. For example, if List A has 3 unfilled positions, it can revert its first unfilled position to List B, its second unfilled position to List C, but not revert the third unfilled position to any other List. If a Donor List wishes to revert unfilled positions to more than one Receiver List, the sequence in which these reversions should occur must be specified. For example, if List A has two positions in the Match, it could request that the first unfilled position revert to List B, and then if another unfilled position remains, the second unfilled position revert to List C.

Reversions of unfilled positions can also be “chained”; for example, List A can revert unfilled positions to List B, and if some positions remain unfilled on List B, then these positions can revert to List C and so on. The only restriction

is that the chain of reversions cannot “loop back” to the beginning. For example, if you request that List A revert unfilled positions to List B, then you cannot also request that List B revert unfilled positions to List A. Similarly you cannot request a chain of reversions that moves unfilled positions from List A to List B, then from List B to List C, and then from List C back to List A.

However, when multiple Lists are submitted for one program, there is a technique that can be used to circumvent this restriction - i.e., to attempt to fill any unfilled positions from either List A or List B with additional applicants from the other List. To accomplish this, you can revert unfilled positions from List A to List B, and also extend List B by adding all applicants ranked on List A to the end of List B (these applicants will then be ranked on both List A and List B). In the matching process, any unfilled positions from List A will revert to List B to attempt to match additional applicants from List B. In addition, the matching process will also attempt to fill any positions not filled with applicants from the original List B by considering the applicants that have been added to the end of List B (from List A). This approach will work only where the applicants rank both List A and List B with the same program Code Number - i.e., for multiple Lists submitted for a single program. Refer to Example 2 in the accompanying appendix.

Confirming Multiple Rank Order List Information

Since the rankings on multiple Lists submitted for a single program cannot be entered or confirmed through the ROLIC system, arrangements can be made to send a confirmation printout of the program’s Rank Order List information to you by fax. To request the confirmation by fax, you must send a written request **along with the Lists submitted to NMS**, and provide NMS with the fax number to which the information should be sent. NMS will contact you after the Rank Order List deadline to arrange a date and time for the fax transmission, which will likely be early in the week following the Rank Order List deadline.

Need Assistance?

If you have any questions regarding the procedures for submitting multiple Lists for a single program, please contact NMS to discuss your particular situation.

NMS can be reached at the following addresses, phone and fax numbers. Communications with NMS should be directed to the Toronto office when possible. However, if you cannot call or send faxes directly to Canada (e.g., some institutions impose restrictions on calling outside the U.S.), you should use the phone and fax numbers for NMS in New York.

National Matching Services Inc.
20 Holly Street, Suite 301
Toronto, Ontario Canada M4S 3B1 OR
Telephone: (416) 977-3431
Fax: (416) 977-5020
E-mail: ashprmp@natmatch.com

National Matching Services Inc.
P.O. Box 1208
Lewiston, NY 14092-8208
Telephone: (716) 282-4013
Fax: (716) 282-0611

Appendix: Examples of the Use of Multiple Rank Order Lists for One Program

This appendix describes examples of how to use multiple Lists for a single program. These examples are illustrative only and do not cover all possible scenarios. If you have specific requirements for your program and are uncertain as to whether or how to use multiple Lists to satisfy your needs, please contact NMS to discuss your particular situation.

Example 1: Preference for At Least One Applicant With a Specific Characteristic

Suppose a program has 3 positions and 8 applicants, some of whom are bilingual. The overall preferences for these applicants (ignoring, for the moment, each applicant's bilingual capabilities) are:

Rank	Applicant	Bilingual?
1	George	no
2	Mary	yes
3	Greg	no
4	Sally	yes
5	Ruth	no
6	Frank	no
7	Jane	no
8	Bob	yes

Now suppose that the program's requirements for matching with these applicants are as follows:

- It is important that the program fill at least one position with a bilingual applicant. More than one bilingual applicant would be acceptable, but a strong preference must be given to filling at least one position with a bilingual applicant.
- The program will only accept a match with Bob in order to match with a bilingual applicant. If the program matches with one of the other preferred bilingual applicants, the program would rather have an unfilled position after the Match than match with Bob.
- If the program does not match with any of the bilingual applicants, it would prefer to fill all 3 positions with applicants who are not bilingual, rather than have an unfilled position after the Match.

This program can satisfy its requirements by submitting two Lists and a reversion, as follows:

List A (bilingual) - 1 position

Rank	Applicant
1	Mary
2	Sally
3	Bob

If the position is not filled on List A,
revert the unfilled position to List B.

List B - 2 positions

Rank	Applicant
1	George
2	Greg
3	Sally
4	Ruth
5	Frank
6	Jane

List A, with 1 position, consists of all the bilingual applicants and only the bilingual applicants in preference order. By separating these applicants on List A, which is given priority in the Match, the program will attempt to fill at least one position with a bilingual applicant.

List B, with the other 2 positions, consists of all applicants in preference order except for Mary and Bob. These two applicants have been omitted from List B for different reasons:

- Mary could have been ranked on List B as well, between George and Greg, but there is no point in doing so. Since Mary is the first choice on List A, and List A is given priority in the Match over List B, if Mary matches to this program, she will do so on List A.

- Bob is desirable only as a bilingual candidate, and will be matched only on List A if necessary to fill the bilingual position. If he is not matched on List A, the program does not want to match with him on List B.

On the other hand, Sally is included on both Lists. If the program matches with Mary on List A, the program would still be happy to match with Sally as a second bilingual applicant, provided the program does not fill the positions with more preferred applicants. Hence, Sally is also included in the appropriate position on List B.

If the position on List A remains unfilled, the program has specified that the position should revert to List B. If the program is unable to match with a bilingual applicant, it will attempt to fill all three positions with non-bilingual applicants before it ends up with an unfilled position after the Match.

Example 2: Two Groups of Applicants With Reversions

Suppose a program has 4 positions and 9 applicants. The program is involved in some research projects and would like to fill 2 positions with applicants who have indicated a desire to devote a portion of their time to these research projects, and 2 positions with applicants who are not interested in spending time on the research projects. The program can classify its applicant pool into 2 distinct groups based on the applicants' interests in participating in the research projects. For example, the applicant pool might be grouped as follows:

Interested in Doing Research

Lynn
Sandra
Rahim
Ellen

Not Interested in Doing Research

David
Mark
Rhonda
Boris
Bella

However, while the program would prefer to match with 2 applicants from each group, it is prepared to forego this distinction entirely in order to ensure that it fills all its positions. In other words, it is prepared to fill up to 4 positions with applicants from either group, if necessary, to avoid having any unfilled positions. However, the program has no idea which list might fill and which list might be left with unfilled positions. The program would like to request that any unfilled positions from List A revert to List B and any unfilled positions from List B revert to List A. However, this type of "circular" reversion, where a reverted position could "loop back" to where it started, is not permitted in the Match.

One way to address this requirement is to construct the Lists and a reversion as follows:

List A - 2 positions

Rank	Applicant
1	Lynn
2	Sandra
3	Rahim
4	Ellen

If any position is not filled on List A,
revert the unfilled position(s) to List B.

List B - 2 positions

Rank	Applicant
1	David
2	Mark
3	Rhonda
4	Boris
5	Bella
6	Rahim
7	Ellen

List A consists of all those applicants with an interest in doing research. An attempt will first be made to fill 2 positions from this group of applicants. However, if any unfilled positions remain on this list, the positions are reverted to List B in order to attempt to fill the positions with additional applicants who are not interested in research.

The first 5 ranks on List B are all those applicants who are not interested in doing research. An attempt will first be made to fill 2 positions from this group of applicants. Furthermore, for example, if only one applicant is matched on List A and the first 2 choices are matched on List B, then the unfilled position will be reverted from List A to List B, and an attempt will be made to fill the position with other applicants from List B.

But what if List A fills with the first 2 choices, and only 1 applicant is matched on List B from the top 5 choices on that list (the applicants not interested in research)? Instead of reverting the unfilled position from List B to List A (which is not allowed), the additional applicants from List A have been added to the end of List B, so that an attempt will be made to fill the position with another applicant who is interested in research. Note: There is no point in adding the first 2 applicants ranked on List A to List B - if Lynn and/or Sandra match to this program they will do so on List A, since List A is given priority and has 2 positions. However, adding Rahim and Ellen to the end of List B provides the opportunity to match with additional applicants interested in research if both Lynn and Sandra match on List A and one or both of the positions on List B remain unfilled.

As a minor variation on this approach, suppose the preferences for Rahim and Ellen are different depending on whether they are being matched from List A or List B. For example, Rahim may have more research skills than Ellen and therefore is more preferred on List A if the research positions are not filled with other more preferred applicants. However, the only reason these applicants might match on List B is if the research positions are filled on List A and the positions on List B are not filled by applicants who are not interested in research. In this case, the program might actually prefer Ellen to Rahim, since the program has already matched with other strong research applicants. As a result, the program might choose to reverse the rankings of these applicants on List B by ranking Ellen 6th and Rahim 7th, therefore giving Ellen preference over Rahim on List B.

Note: This technique for getting around the restriction of not allowing circular reversions can only be used for multiple lists submitted for a single program, where the applicants rank both List A and List B with the same program Code Number. This technique will not work for reverting unfilled positions between different programs with different Code Numbers, since there is no guarantee the applicants will rank both Code Numbers.

ASHP RESIDENT MATCHING PROGRAM

Cover Page For A Program Submitting Multiple Lists

Residency Name _____

City, State _____

Program Description _____

Program Director Name _____

Program Code Number (6 digits): _____ **Total Number of Positions to be Filled in this Program:** _____

Summary of Lists Submitted for This Program:

Have you ranked the same applicant on more than one List? (check one): Yes _____ No _____

When matching individual applicants who appear on more than one List, the Lists will be assigned a priority based on the letter used to identify each List (e.g., List A has priority over List B). Refer to the accompanying instructions.

List Identifier	Number of Applicants Ranked on This List	Number of Positions to be Filled in the Match from This List	This Column for NMS Use Only
A			
B			
Total Number of Positions to be Filled			

Reversion of Unfilled Positions Between Lists: Please refer to the accompanying instructions.

Does this program wish to revert any unfilled positions between Rank Order Lists: Yes _____ No _____

If you indicated Yes above, please provide the necessary information in the table below. If one Donor List is reverting to more than one Receiver List, **the reversions must be entered in the table below in the exact sequence in which those reversions are to occur.**

Donor List (6-digit Code plus 1 letter List Identifier)	Receiver List (6-digit Code plus 1 letter List Identifier)	Maximum Number of Positions to Revert (for all positions, enter ALL)	These Columns for NMS Use Only	

Signature _____ **Date** _____ **Total Number of Pages Submitted** _____

