

# American Society of Health-System Pharmacists

## RESIDENT MATCHING PROGRAM

TO: The Applicant

FROM: National Matching Services Inc. (NMS)

RE: ASHP Resident Matching Program for Pharmacy Residency Positions Beginning in 2009

**Applicants should register for the Match by January 9, 2009.**

Some programs require applicants to register for the Match before submitting their applications; therefore, applicants are encouraged to register as soon as possible.

Positions beginning in 2009 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 the ASHP.

### ELIGIBILITY

**Programs:** All PGY1 and PGY2 pharmacy residencies that are ASHP-accredited, have preliminary accreditation, or are in a candidate or pre-candidate status, must offer all positions through the Match. Only positions offered exclusively to commissioned pharmacy officers of the Department of Defense or the Public Health Service are exempt.

PGY2 pharmacy residencies must initially register all their positions that start training in 2009 with the Match. Under certain circumstances a PGY2 residency program may commit a position to a current PGY1 resident in advance of the matching process, through an Early Commitment Process.

**Applicants:** Applicants interested in obtaining a PGY1 or PGY2 pharmacy residency position that is offered through the matching process are required to register for and participate in the Match.

To participate in the Match, you must be a graduate of or graduating from an ACPE-accredited college of pharmacy, or otherwise be eligible for licensure. If you are a graduate of a foreign school of pharmacy, you must attach to your completed Applicant Agreement either a copy of your license for each state in which you are licensed, or a copy of your Foreign Pharmacy Graduate Examination Committee (FPGEC) certificate. Information concerning the FPGEC certificate may be obtained by writing to the National Association of Boards of Pharmacy, Foreign Pharmacy Graduate Examination Committee, 1600 Feehanville Drive, Mount Prospect, IL 60056. The telephone number for the FPGEC is (847) 391-4406.

To participate in the Match for a position that starts training at the PGY2 level, you must have already completed a PGY1 residency, or currently be in training in a PGY1 residency program that will be completed before the start of the PGY2 residency.

Current PGY1 residents who are interested in continuing their training in a PGY2 residency offered by the same sponsor as the applicant's PGY1 residency (e.g., the same or an affiliated organization) may be able to obtain the position through an Early Commitment Process. Early commitments by applicants and programs must be made by December 19, 2008. Applicants who are committed to a position in this manner do not need to register for or participate in the Match. Positions available in participating PGY2 programs that are not committed to applicants by December 19, 2008 must be offered through the matching process, and applicants interested in such positions must register for and participate in the Match.

## **MATCHING PROGRAM WEB SITE**

A web site has been established for the Match at the following address: **www.natmatch.com/ashprmp**. The web site address, particularly the last portion (ashprmp), must be entered in lower case. The information available on the web site includes: an overview of the operation of the Match; rules and eligibility criteria for participation in the Match; the detailed schedule of dates; information regarding the Early Commitment Process; and, a description of the matching process. Additional information will be added to the web site in the future as it becomes available, including a list of participating programs, instructions for preparing and submitting Rank Order Lists, individual applicant and residency Match results, lists of unmatched applicants and programs with positions available after the Match, etc.

## **REGISTRATION PROCEDURES**

Please complete the entire Applicant Agreement. Provide both a reliable mailing address and a reliable e-mail address where instructions and Match results can be sent to you during the period September 2008 through March 2009. Print your e-mail address very carefully, clearly distinguishing between the letter "L" and the number "1", the letter "O" and the number "0", etc. Only one e-mail address will be maintained and used for each applicant. Also provide a telephone number at which you can be reached during the same period.

You must indicate on the Agreement whether you are applying for training that starts at the PGY1 level or the PGY2 level. If you are applying for training that starts in PGY2, you must provide information about your PGY1 training, including the name, location and date of completion of your PGY1 residency.

You must **sign and date** the Applicant Agreement in the space provided on the form. Graduates of non-ACPE accredited colleges of pharmacy must also attach to their Agreement evidence of eligibility, as described previously.

**Only signed Agreements returned with the full \$110 U.S. applicant fee payable to National Matching Services Inc. will be accepted.** Payment of the applicant fee to NMS must be by check or money order drawn on a U.S. or Canadian bank, or by an **International** postal money order (**NOT** a U.S. postal money order). Applicant fees are **non-refundable**.

Send **one** signed copy of your Applicant Agreement, together with your non-refundable applicant fee of \$110 U.S. payable to National Matching Services Inc., to the NMS office in Toronto at the address shown below. **Be sure to affix sufficient postage when mailing materials to NMS in Toronto, Canada.** You should retain a copy of the Applicant Agreement for your records. **Agreements should be received at NMS by January 9, 2009.**

After your Applicant Agreement and payment are received at NMS, you will be assigned an applicant Code Number to identify you in the Match. A confirmation will then be sent to you, either by e-mail or by regular mail, verifying receipt of your Agreement, advising you of your applicant Code Number, and confirming the information on file at NMS. You should provide your applicant Code Number to the programs to which you apply.

After you have registered for the Match, additional information regarding your participation in the Match, such as instructions for submitting Rank Order Lists and obtaining Match results, will be provided to you as outlined in the Schedule of Dates. Some or all of this information may be provided to you electronically.

PLEASE NOTE: If your e-mail program uses "Spam" or "Junk Mail" filtering, it is possible that e-mail from NMS, including your registration confirmation, will be redirected automatically to your "Junk Mail" folder without your knowledge. This has been a particular problem for AOL and Hotmail users, but it can affect others as well. If your e-mail program does use filtering, you should instruct it to accept all e-mail from ashprmp@natmatch.com, matchinfo@natmatch.com, and/or any other address with the domain @natmatch.com.

## **APPLICATIONS TO PROGRAMS**

**Your registration with the Match does NOT constitute an application to any of the programs participating in the Match.** Applications to residency programs are made independently of the Match.

Each residency program has its own application deadline date which may be earlier than the January 9, 2009 recommended date for registering for the Match. Furthermore, some programs require applicants to register for the Match before submitting their applications. Therefore, applicants are encouraged to register for the Match as soon as possible.

Information on residency programs can be obtained from the online ASHP Residency Directory, which is available on the ASHP web site at **www.ashp.org** (under the tab for Accreditation, select the link to the Online Residency Directory).

**You must apply directly to any residency program in which you are interested.** All application requirements, including interviews, must be completed early enough so that your Rank Order List for the Match can be submitted no later than the March 6, 2009 deadline.

## **FURTHER INFORMATION**

If you have any questions regarding the Match, or the procedures for registering for the Match, please contact NMS at:

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

OR

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

Note: All correspondence sent to NMS ultimately must reach the Toronto office; therefore, your correspondence will be received and processed sooner if you send it directly to the Toronto office.

American Society of Health-System Pharmacists  
RESIDENT MATCHING PROGRAM

APPLICANT AGREEMENT  
MATCHING PROGRAM FOR POSITIONS BEGINNING IN 2009

See the accompanying Terms of Applicant Agreement.  
Please print clearly. Use the same order of names and initials on all applications and correspondence pertaining to the Match.

APPLICANT NAME: \_\_\_\_\_  
Last Name First Name Middle Initial

MAILING ADDRESS: \_\_\_\_\_  
(for September, 2008 through March, 2009)  
Street Address  
\_\_\_\_\_  
Apt. #  
\_\_\_\_\_  
City State Zip Code Country

TELEPHONE NO: ( ) \_\_\_\_\_ SOCIAL SECURITY NUMBER: \_\_\_\_\_  
Area Code Number

E-MAIL ADDRESS (provide only one): \_\_\_\_\_

PHARMACY SCHOOL ATTENDED (include City and State) \_\_\_\_\_ GRADUATION DATE (mm/yy) \_\_\_\_\_

MOST ADVANCED DEGREE RECEIVED OR EXPECTED:  B.S.  M.S.  Pharm.D.  Other \_\_\_\_\_

RESIDENCY TYPE FOR WHICH YOU ARE APPLYING (check one):  PGY1  PGY2

If you are applying for a PGY2 residency program, indicate where you completed or will complete your PGY1 training:

\_\_\_\_\_  
Name of Organization City State Completion Date (mm/yy)

**If you are a graduate of a foreign school of pharmacy and you wish to participate in the ASHP Resident Matching Program, you must be eligible to be licensed to practice pharmacy in the U.S.** Please attach to this form either a copy of your license for each state in which you are licensed, or a copy of your FPGEC certificate.

This Agreement must be signed below and **returned with the non-refundable \$110 U.S. applicant fee. Agreements and fees should be submitted by January 9, 2009, to:**

National Matching Services Inc.  
20 Holly Street, Suite 301  
Toronto, Ontario, Canada M4S 3B1

OR

National Matching Services Inc.  
P.O. Box 1208  
Lewiston, NY 14092-8208

Note: Your Agreement will be received and processed sooner if you send it directly to the Toronto address.

I have reviewed and agree to comply with the Terms of Applicant Agreement:

\_\_\_\_\_  
Signature of Applicant Date

<b>NMS USE ONLY</b>			
RECD: _____	CHQ: _____	SCHL: _____	
ENT'D: _____	AMT: _____	PGY1: _____	CODE: _____

# TERMS OF APPLICANT AGREEMENT

I plan to apply for a postgraduate year one (PGY1) or postgraduate year two (PGY2) pharmacy residency position to start between June 1, 2009 and December 31, 2009. I agree to participate in and abide by the terms of this Agreement for the ASHP Resident Matching Program (the "Match"). Specifically, I agree:

1. To abide by the Rules of the ASHP Pharmacy Resident Matching Program ("ASHP Match Rules") as established by the ASHP, which are incorporated by reference in and are an integral part of this Agreement.
2. To abide by the Schedule of Dates of the Match, which is incorporated by reference in and is an integral part of this Agreement.
3. To provide complete and accurate information to the Match and to all residency programs to which I apply.
4. Not to make any commitments to or contracts with any participating program prior to the release of the Match results, except that if I am currently a PGY1 resident I may commit to a PGY2 residency position that is offered to me in accordance with the Early Commitment Process. If I choose to accept a position either at a program that is not participating in the Match or at a participating program in accordance with the Early Commitment Process, or if I decide not to participate in the Match for any other reason, then I will submit a withdrawal from the Match, and will NOT submit a Rank Order List for the Match.
5. To accept appointment to the program with which I am matched. I understand that I cannot avoid accepting appointment to the program with which I am matched without a written release from the program concerned; also, that another program participating in the Match cannot offer me a position unless I have this release.
6. To send a non-refundable applicant fee of \$110.00 U.S. payable to National Matching Services Inc.

I understand that I am free to make personal contacts with any participating program in which I am interested, to apply to as many of these programs as I wish, and to rank them according to my judgement.

I understand that I must not communicate my ranking intentions to any program, and must not request that a program inform me as to how it intends to rank any applicant. I understand further that participating programs must not communicate their ranking intentions to me and must not request that I state how I intend to rank any program. Any statement or other expression concerning how I intend to rank a program or how any program intends to rank me is a violation of the ASHP Match Rules, and in any event is subject to change based on further considerations.

For the purposes of the Match, my Rank Order List is to be the sole determinant of my order of preference for the programs to which I have applied. Similarly, for the purposes of the Match, the Rank Order List submitted by each program is to be the sole determinant of the program's order of preference for the applicants to the program.

I understand and agree that information concerning my participation in the Match, including my Match result, may be provided to me electronically.

I understand that the result I obtain in the Match, whether I am matched or not and to which residency program I have been matched, may be reported to my school, to programs participating in the Match, and to others, either by mail or electronically.

I understand that my appointment to the program with which I am matched may be contingent on my satisfying eligibility requirements specified by the organization and program.

**I understand that the ASHP possesses beneficiary standing to enforce this Agreement, and violations of the terms of this Agreement or the ASHP Match Rules will be reported to the ASHP.** I understand that if I violate any of the terms of this Agreement or the ASHP Match Rules, such as refusing to accept a position at the program with which I have been matched, the ASHP may pursue all available remedies, including reporting my actions to my school. Furthermore, the ASHP may impose penalties on me, including barring me from participation in future ASHP Resident Matching Programs.

# American Society of Health-System Pharmacists

## RESIDENT MATCHING PROGRAM

### RULES FOR THE ASHP PHARMACY RESIDENT MATCHING PROGRAM

**Background:** the following rules represent a compilation of elements of the accreditation regulations and standards for pharmacy residency programs that are ASHP-accredited, have preliminary accreditation, or are in a candidate or pre-candidate status. The rules apply to these programs and to individuals seeking a residency with these programs. ASHP contracts with National Matching Services Inc. (NMS) to conduct the Resident Matching Program (RMP), commonly referred to as “the Match.”

1. These rules apply to all participants (applicants and programs) in the RMP for pharmacy residencies, including postgraduate year one and two (PGY1 and PGY2) pharmacy residencies that are ASHP-accredited, have preliminary accreditation, or are in a candidate or pre-candidate status.
  - a. All participants shall abide by all deadlines and their agreements for participation in the Match.
  - b. Residency program directors must ensure that all people involved in recruiting or selecting residents understand and adhere to these rules.
  - c. Faculty of schools of pharmacy with students interested in participating in the Match for pharmacy residencies are asked to assist in ensuring that their students understand and adhere to these rules.
  - d. Violations of these rules or Match agreements by applicants or programs may result in sanctions by ASHP or legal action by other Match participants.
2. Pharmacy residency programs must offer all of their positions through the RMP, with the exception of Department of Defense and Public Health Service pharmacy residency positions offered exclusively to commissioned pharmacy officers.
3. Participants in the RMP, including applicants and programs, may not communicate, solicit, accept, or use any ranking-related information prior to the release of the Match results. (Program directors and resident selection committees may discuss the ranking of candidates among themselves only.)
  - a. Residency programs should include the following statement in their brochures and other materials used for recruiting: This residency site agrees that no person at this site will solicit, accept, or use any ranking-related information from any residency applicant.
  - b. The only information that persons at the residency site may communicate to an applicant prior to the release of the Match results is whether or not the applicant remains under consideration for admission. The spirit of this item precludes any communication of applicants’ rankings, however veiled or indirect such communication might be, prior to the release of the Match results.
  - c. Residency program personnel and applicants may never solicit information regarding applicants’ and programs’ rankings, even after release of Match results.
  - d. Residency sites that offer more than one program in the Match (i.e., sites with more than one Match code number) are expected to ask applicants to identify the site’s program(s) to which they are applying. In addition, these sites may, for the sole purpose of arranging interviews, ask applicants to designate their preferences regarding the programs at the site for which they wish to be interviewed. These sites may request interview preference information only when it is essential for making interview arrangements, and such information may not be used for any other purpose in the selection process. Further, these sites may not solicit any information about applicant’s final rankings of programs. Sites requesting interview preferences should state clearly in their written materials that these preferences will be used for arranging interviews only and for no other purpose.

- e. Any ranking information that is communicated between applicants and residency programs, even though such communication is a violation of these rules, is non-binding and may be changed at any time prior to the Rank Order List (ROL) submission deadline. The only binding rankings are the confidential ROLs that are submitted to NMS.
  - f. Residency programs may choose to provide applicants with information about the size of the applicant pool.
  - g. Residency programs that conduct on-site or telephone interviews must make a reasonable effort to notify every applicant who submits a complete set of application materials as to his/her interview status. Such notification must occur no later than the interview notification date that appears in the program's online ASHP Residency Directory listing and/or other publicity materials, and may be communicated by e-mail, telephone, regular mail (postmarked no later than the interview notification date), or other means.
4. Results of the RMP constitute binding agreements between applicants and residency programs that may not be reversed unilaterally by either party.
- a. Appointments of applicants to residency positions may be contingent upon the applicants satisfying certain eligibility requirements (e.g., obtaining pharmacist's license, negative drug testing results). Such eligibility requirements must be specified clearly in the residency programs' written recruiting materials and provided to applicants in advance of the Match.
  - b. Residency program directors are encouraged to contact matched applicants by telephone as soon as possible after NMS releases Match results.
  - c. It is not necessary for residency program directors to contact applicants with whom they have not been matched.
5. Residency program directors must ensure that a letter, putting in writing an appointment agreement with matched applicants, is sent to all matched applicants and is postmarked no later than 30 days following receipt of the Match results.
- a. The residency program director must ensure that residents who are accepted into the program receive a letter outlining their acceptance to the program. Information on the terms and conditions of the appointment must also be provided in a manner consistent with that provided to pharmacists within the organization conducting the residency.
  - b. Acceptance by residents of these terms and conditions must be documented prior to the beginning of the residency.
6. Residency programs that receive their Match results and have one or more positions left unfilled may then make other direct offers (verbal or written) to applicants who remain unmatched or to applicants who did not participate in the Match. Applicants who receive their Match results and who remain unmatched may then receive other direct offers of admission.
- a. Failure to receive timely notification of Match results, for any reason, does not constitute a release from the Match.
  - b. Residency program personnel may not take any actions to fill open positions prior to release of the Match results. Applicants who remain unmatched may not contact residency programs about unfilled positions prior to release of the Match results.
  - c. Prior to making offers to fill open positions, residency program directors must verify with applicants, to the best of their ability, that the applicants have neither been matched previously to other programs nor accepted other offers.
  - d. Applicants may not accept an offer if they have been matched or have already accepted an offer from another residency program.
  - e. An offer (verbal or written) that has been tendered by a residency program director and accepted by an applicant constitutes a binding agreement between the program and the applicant that may not be reversed unilaterally by either party.

- f. The residency program director must put in writing the appointment agreement with the applicant in a letter postmarked no later than 30 days following acceptance of the offer by the applicant, as described in paragraphs 5.a and 5.b, above.
7. The Match will accommodate an “early commitment process” for residency sponsors that offer both PGY1 and PGY2 pharmacy residency programs and elect to allow PGY1 residents to commit to one of the sponsor’s PGY2 residencies.
    - a. Residency sponsors that might consider using an early commitment process must have a formal, written policy addressing, at a minimum, how this option is promoted to PGY1 residents and how candidates will be assessed and selected.
    - b. The early commitment process may occur only between a PGY1 resident and a PGY2 residency program that is conducted by the sponsor of the PGY1 residency program.
    - c. The PGY1 and PGY2 residencies must be continuous years of employment for the resident.
    - d. When contacted annually by NMS, PGY2 residency program directors must register all positions that could be potentially in the Match. Typically this occurs before it is feasible to consider offering any positions to an early commitment process.
    - e. If a PGY2 residency program director offers an early commitment to a PGY1 resident, a letter of agreement must be signed by both parties. A copy of the letter of agreement must be sent to NMS and received by the date that is established by the ASHP.
    - f. After the date that is established by the ASHP, residency sponsors may not make early commitment offers and must offer all positions through the RMP, unless the sponsor does not intend to fill some positions.
    - g. Match fees (equivalent to those paid by applicants to participate in the Match) for positions filled through an early commitment process will be paid to NMS by the sponsor offering the PGY2 residency program. (PGY1 residents pursuing PGY2 residency positions not filled through the early commitment process pay an application fee to NMS to participate in the Match.)
  8. Individuals who detect violations of these rules are urged to request compliance from the appropriate party or parties.
    - a. Unresolved compliance problems should be resolved informally, whenever possible, through consultation among applicants, residency program directors, and ASHP, or by other informal means.
    - b. Residency program directors who become aware of violations of these rules by other residency program personnel should urge the applicants involved to follow the informal resolution procedure described above, and/or should contact directly the other residency program directors.
    - c. Problems not amenable to resolution through informal consultation should be reported as soon as possible to the ASHP Commission on Credentialing at the address listed at the end of this document.
  9. If a formal complaint regarding an alleged violation of these rules is filed with the ASHP Commission on Credentialing, the Commission will evaluate the allegations and recommend an appropriate course of action to the ASHP Board of Directors. The ASHP Board of Directors is the body that ultimately determines the course of action. Violations of the RMP rules should be reported to:

Secretary, ASHP Commission on Credentialing  
Accreditation Services Division  
American Society of Health-Systems Pharmacists  
7272 Wisconsin Avenue  
Bethesda, MD 20814  
(301) 664-8656

# American Society of Health-System Pharmacists

## RESIDENT MATCHING PROGRAM

### SCHEDULE OF DATES

- JULY, 2008 Residency Agreements for participation in the Match are sent to program directors, who must return their Agreements to National Matching Services Inc.
- JULY, 2008-JAN. 2009 Applicant Agreements for participation in the Match can be downloaded from the Matching Program web site at [www.natmatch.com/ashprmp](http://www.natmatch.com/ashprmp). Alternatively, Applicant Agreements can be mailed to applicants on request. To register for the Match, applicants must return their Agreements to National Matching Services Inc., accompanied by the appropriate fee.
- Applicants must apply to programs independently of the Match.** Application deadlines for programs vary; therefore, applicants should check with programs regarding their deadline dates.
- NOVEMBER 1, 2008 By this date, a Listing of Participating Programs will be available for access by applicants and residencies on the web site [www.natmatch.com/ashprmp](http://www.natmatch.com/ashprmp).
- DECEMBER 19, 2008 Final date for receipt at National Matching Services Inc. of letters of agreement and fees for the early commitment of PGY2 positions to current PGY1 residents.
- JANUARY 9, 2009 Recommended date by which applicants should return their Agreements to National Matching Services Inc. to register for the Match.
- FEBRUARY 6, 2009 By this date instructions for submitting Rank Order Lists and obtaining Match results will be provided to applicants and program directors registered to participate in the Match.
- MARCH 6, 2009 Final date for submission of applicant and program Rank Order Lists. **No Rank Order Lists or Agreements can be accepted after this date.**
- MARCH 18, 2009 Results of the Match are released to applicants and program directors. No action to fill positions remaining unfilled is to be taken prior to 12 noon Eastern Daylight Savings Time on this date.
- MARCH 18, 2009 - APRIL 17, 2009 Program directors must send letters of confirmation of the Match result to matched applicants, who must sign and return the letters of confirmation.