

American Society of Health-System Pharmacists

RESIDENT MATCHING PROGRAM

Reverting Unfilled Positions Within the Matching Process

In some cases a program may submit a Rank Order List of applicants in order to fill its position(s) in the matching process, but the program may not ultimately be successful in filling all the positions. In this situation, the program may wish to move the unfilled position(s) to another related or affiliated program where the position(s) may be able to be filled, in order to increase the likelihood of filling all available positions. The decision to move the position from one program to another depends on whether or not the attempt to fill the position in the original program within the matching process is successful. To address this situation, a mechanism is available within the matching process to move one or more positions that remain unfilled from one Rank Order List to a second Rank Order List, so that an attempt can be made to fill the available position(s) with applicants on the second list. This is referred to as "reverting" unfilled positions from one list (the "Donor") to another (the "Receiver").

Note: reverting an unfilled position within the matching process is different from deciding before the Rank Order List deadline to move a position from one program to another. For example, an organization offering multiple programs in the Match may decide, in advance of the Rank Order List deadline, to move a position from one program (e.g., because it has an insufficient number of acceptable applicants) to another program (which has many acceptable applicants). In this case, no attempt will be made to fill that position in the original program within the matching process. Program directors can adjust the number of positions to be offered by each program in the Match at any time prior to the Rank Order List deadline using the web-based Rank Order List Input and Confirmation (ROLIC) system when it is accessible, or by sending a request in writing to NMS before the ROLIC system is accessible. On the other hand, reverting a position within the matching process applies when an attempt is made to fill the position in the original program within the matching process but the position remains unfilled. The option to revert an unfilled position within the matching process should be used only when the final decision to move the position from one program to another cannot be made in advance of the Rank Order List deadline, but depends on whether or not the position is filled in the original (Donor) program within the matching process.

Any type of program can revert unfilled positions to any other type of program. Some situations where reversions of unfilled positions within the matching process might be used are described below:

- An organization with multiple residencies may wish to revert unfilled positions from the Rank Order List of one residency to the Rank Order List of another, in order to maximize the overall number of positions filled in the organization. For example, if a position remains unfilled on the Rank Order List for a PGY2 program, that position can be moved within the matching process to the Rank Order List for another type of program (either another PGY2 program or a PGY1 program) where the position may be able to be filled.
- A similar situation may occur within a single residency that offers multiple types of training or tracks, where each track is set up as a separate program in the Match. For example, a PGY1 residency offering both a regular PGY1 program and a PGY1-AMBULATORY CARE program can specify that any positions that remain unfilled on the Rank Order List for the PGY1-AMBULATORY CARE program should revert to the Rank Order List for the regular PGY1 program, and an attempt should be made to fill the positions moved to the regular PGY1 program with additional applicants on the Rank Order List for that program.
- Reverting unfilled positions from one Rank Order List to another can also be used by a single program in the Match that is submitting multiple Rank Order Lists in order to match with a particular "mix" or distribution of applicants based on specific applicant characteristics. Instructions for submitting multiple lists for a single program will be provided on the Match web site (www.natmatch.com/ashprmp) by February 10, 2012, including special instructions and forms that apply to the reversion of positions between multiple lists for the same program.

Rules For Reverting Unfilled Positions Between Lists

- Any position reverted from one list to another will be reported after the Match as belonging to the Receiver list to which it was finally reverted (even if the position remains unfilled on the Receiver list). For example, suppose Program A enters the Match with 3 positions, Program B starts with 2 positions, and Program A is to revert all unfilled positions to Program B. Then if Program A fills only 1 position in the Match, the 2 remaining unfilled positions will revert to Program B. In that case, after the Match, Program A will be reported as having 1 filled position and no unfilled positions, and Program B will be reported as having 4 positions (whether or not all 4 are filled in Program B).
- A Donor can revert some or all of its unfilled positions, and can revert unfilled positions to more than one Receiver. For example, if Program A has 3 unfilled positions it can revert its first unfilled position to Program B, its second unfilled position to Program C, but not revert the third unfilled position to any other program.
- Reversions of unfilled positions can be "chained"; for example, Program A can revert unfilled positions to Program B, and if some positions remain unfilled in Program B, then these positions can revert to Program C, and so on.
- The only restriction in reverting unfilled positions is that **a chain of reversions cannot "loop back" to the beginning**. For example, if a reversion is requested to move unfilled positions from Program A to Program B, then you cannot also request another reversion that moves unfilled positions from Program B to Program A. Similarly you cannot request a chain of reversions that moves unfilled positions from Program A to Program B, then from Program B to Program C, and then from Program C back to Program A.

Requesting the Reversion of Unfilled Positions

To request the reversion of unfilled positions within the matching process, a program must provide **written instructions to NMS** (not through the ROLIC system) prior to the Rank Order List deadline. The request for a reversion must be submitted by the program that wishes to transfer some or all of its unfilled positions to another program - i.e. the Donor program. For reversions of unfilled positions *between different programs* use the accompanying form entitled "Reverting Unfilled Positions From This Program To Another Program" to provide the necessary information. (Note: To provide information to NMS on the reversion of unfilled positions *between multiple lists submitted for a single program*, use the form provided with the instructions for submitting multiple lists for a single program, which will be available on the Match web site by February 10, 2012.)

Please note the following points when completing the accompanying form for requesting the reversion of unfilled positions between programs within the matching process:

- If a requested reversion is between programs from two different residencies, the residency of the Donor program must be identified at the top of the form and the residency of the Receiver program must be identified in the rightmost column of the table at the bottom of the form. Both the Program Director of the Donor program and the Program Director of the Receiver program must sign the form in the appropriate places, to indicate that both programs agree to the request for the reversion.
- For each reversion entered on the form, the 6-digit program Code Number and program description of the Receiver program must be entered in the table at the bottom of the form. The maximum number of positions that may be reverted from the Donor program to the Receiver program must also be specified for each reversion entered on the form. For example, a Donor program may have 5 positions, all of which may remain unfilled, but it may be that no more than 2 unfilled positions should revert to the Receiver program; in this case, the Max. Positions to Revert for the reversion should be entered as 2. If the Donor program should revert all unfilled positions to the Receiver program, then enter "ALL" for the Max. Positions to Revert.
- If a single Donor program wishes to revert unfilled positions to more than one Receiver program, the reversions must be entered in the table at the bottom of the form in the exact sequence in which these

reversions are to occur. Note that only the last reversion from a single Donor program can enter "ALL" for the Max. Positions to Revert. Up to 3 reversions from a single Donor program can be entered on the accompanying form; if more are required, use another copy of the form to enter the additional reversions, and clearly indicate the sequence of the forms (e.g., page 1 of 3, page 2 of 3, etc.).

- If the Donor program is also a Receiver program in another reversion, consideration should be given to the positions that the Donor program may receive from the other reversion when specifying the Max. Positions to Revert. For example, if the Donor program starts with 5 positions, but may receive 2 more positions from another program, then the Donor program may have up to 7 unfilled positions to donate.

The accompanying form must be completed, signed (by each of the Program Directors as required) and submitted to NMS by **March 9, 2012**. The form should be sent to NMS by fax to either 416-977-5020 or 716-282-0611, or by scanned e-mail attachment to kparkinson@natmatch.com.

After sending the form to NMS, please wait at least one business hour (9:00 a.m. to 5:00 p.m. Eastern time Monday to Friday) and then contact NMS by telephone to confirm that the form has been received and that it is legible and complete.

Confirming Reversion Information

After the reversion information has been received and processed, NMS will send you a confirmation by e-mail. Please review the confirmation carefully, to ensure the reversion information on file for the Match is correct.

Note: If you submit the reversion information within 5 days of the Rank Order List deadline (i.e., during the period from March 5, 2012 through March 9, 2012 inclusive) you should receive the confirmation e-mail no later than Monday, March 12, 2012. If you do not receive the e-mailed confirmation by 4:00 p.m. Eastern time on March 12, please contact NMS to verify that the reversion information you submitted is on file with NMS.

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Reverting Unfilled Positions From This Program To Another Program

This form must be completed and signed by the Program Director of the **Donor program**, which is the program that wishes to transfer some or all of its unfilled positions **to** another program within the matching process. If the **Receiver program** (the program that will receive the unfilled positions **from** this Donor program) is from a different residency, then the Program Director of the Receiver program must also sign this form in the appropriate place in the table at the bottom of the form.

Please sign and date this form, and return it by fax or e-mail to NMS by **March 9, 2012**. After sending the form, wait at least one hour and then contact NMS by telephone to confirm the form has been received and is legible. NMS will send you a confirmation of the reversion information by e-mail after this form has been processed.

Donor Program:

Organization/Residency Name: _____

City: _____ State: _____

Program Description: _____ Match Code Number (6 digits): _____

Name of Program Director (please print): _____

Signature of Program Director: _____ Date: _____

Please provide below information on each reversion of unfilled positions you wish to set up from this Donor program. Instructions for completing the table below:

- **Max. Positions to Revert from Donor Program** is the maximum number of unfilled positions that may be reverted from the Donor program to the Receiver program. For example, a Donor program may have 5 positions, all of which may remain unfilled, but it may be that no more than 2 unfilled positions should revert to the Receiver program; in this case, the Max. Positions to Revert should be entered as 2. **If the Donor program should revert all unfilled positions to the Receiver program, then enter the word "ALL" for the Max. Positions to Revert.**
- It is possible for a Donor program to donate positions to more than one Receiver program. If Program A is to donate its first unfilled position to Program B and its second unfilled position to Program C, then both of these reversions should be entered separately in the table below, **in the exact sequence in which these reversions are to occur**. Note that only the last reversion from a Donor program can enter ALL for the Max. Positions to Revert.
- Reversions can be "chained". If Program A is to donate unfilled positions to Program B, and Program B is to donate unfilled positions to Program C, then Program B will be included in two separate reversions. In the first reversion (A to B) Program B is the Receiver program; this reversion must be entered on a form submitted by the Donor program A. In the second reversion (B to C) Program B is the Donor program; this reversion must be entered on a form submitted by Donor program B. When setting the Max. Positions to Revert for the reversion from B to C, consideration should be given to the positions that Program B may receive from Program A. For example, if Program B starts with 5 positions, but may receive 2 more positions from Program A, then Program B may have up to 7 unfilled positions to donate to Program C.
- Reversions that are "chained" must not create a loop; that is, reversions are not permitted where a position that starts in Program A could be reverted to other program(s) and then ultimately reverted back to Program A. See accompanying instructions.

| Max. Positions to Revert from Donor Program | Receiver Program | | |
|---|-----------------------------|---------------------|--|
| | 6-digit Program Code Number | Program Description | Receiver Residency (required only if different than Donor Residency) |
| | | | Organization: _____ Prog. Dir. Signature: _____ |
| | | | Organization: _____ Prog. Dir. Signature: _____ |
| | | | Organization: _____ Prog. Dir. Signature: _____ |