# Information About Rank Order Lists and NRMP Policy



2013 Main Residency Match<sup>sM</sup>

# **Getting Started**

- Listen to webcast: Creating a Rank Order List http://www.nrmp.org/rol2013.pdf
- Review ROL section of User Guide
- ▶ Use your AAMC ID and password to login to the NRMP's Registration, Ranking, and Results<sup>SM</sup> (R3<sup>SM</sup>) system
- Couples must register both partners' AAMC IDs in their NRMP files
- Your NRMP/AAMC ID and your ERAS/AAMC ID must be the same



### **Definitions**

Match Status: ACTIVE Registered

RANKING ROL started

CERTIFIED ROL ROL finished

Fee Status: PAID No fees due

Credentials: VERIFIED By school

(US, Osteo, Canadian applicants)

**ECFMG Status:** VERIFIED By ECFMG

(IMGs & 5th Pathway applicants)



NRMP®		Welcome to the NRMP R3™ system.	
	LOGIN  AAMC ID:  Password:  SUBMIT	Matches Open for Registration  Main Residency Match SM  Main Residency Match 2013  For complete schedule of Residency Match clic	Open k:
	Applicant Registration		
		Specialties Matching Service SM / Appointment Year	
	Forgot Your Password?	Abdominal Transplant Surgery 2014	Opens 01/09/13 12:00 pm
	NRMP System Requirements	Adolescent Medicine 2013	Closed
		Allergy and Immunology 2013	Closed
	Applicants who have not yet registered	Child and Adolescent Psychiatry 2013	Closed
	for a current NRMP Match must start the registration process by selecting Applicant Registration. Once registered for a current Match, applicants may use their AAMC ID and password for access to the NRMP's R3 system.	Colon and Rectal Surgery 2013	Closed
		Combined Musculoskeletal Matching Program 2014	Opens 01/09/13 12:00 pm
		Female Pelvic Medicine & Reconstructive Surgery 2013	
		Laryngology 2014 Medical Genetics 2013	Open Closed
		Medical Specialties Matching Program 2013	Closed
		Neonatal-Perinatal Medicine 2013	Closed
	Important Information about <u>e-mail</u> from the NRMP.	Obstetrics & Gynecology 2013	Closed
from the NRIVIP.		Pediatric Anesthesiology 2013	Closed
BACK TO NRMP HOME		Pediatric Hematology/Oncology 2014	Open
		Pediatric Rehabilitation Medicine 2013	Closed
		Pediatric Specialties Fall Match 2013	Closed
		Pediatric Specialties Spring Match 2014	Opens 01/23/13 12:00 pm
		Pediatric Surgery 2014	Open
		Primary Care Sports Medicine 2013	Closed
		Radiology 2013	Closed
		Sleep Medicine 2013	Closed
		Surgical Critical Care 2013	Closed
		Thoracic Surgery 2014	Opens 01/09/13 12:00 pm
		Vascular Surgery 2014	Open
		For complete schedule of Fellowship Matches of	click:



NRMP	Applicant Options Page				
Directory • Agreement  Help • Logout • Contact Us  Back to My Options	NRMP Main Residency Match - Welcome to NRMP				
MY PROFILE  - Update My Profile  - Change My Password	Holly A Golightly Senior in a U.S. Allopathic I AAMC ID: 12301020	Medical School	SSN/SIN: 111-11-1111 USMLE/ECFMG: 5-555-555-5 Match Status: ACTIVE		
UNFILLED PROGRAMS  MY RANK ORDER LIST	Our email address, nrmp@aamc.org, should be added to your personal contact, address book, "Safe", "People I Know" (for AOL users) list to ensure you receive our communications.				
WY KANK ORDER LIST	School:	National School of Medicine and Health Sciences			
MY REPORTS	Fee Status:	PAID			
	Credential Status:	NOT VERIFIED			
	<u>Directory</u>   <u>Agreement   Help   Logout   Contact Us   Update My Profile   Change My Password  </u> <u>Unfilled Programs   My Rank Order List   My Reports</u>				
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NRMP	Update My Profile		
Directory • Agreement Help • Logout • Contact Us	NRMP Main Residency	Match - Welcome to NRMP	
Back to My Options			
MY PROFILE	Holly A Golightly	SSN/SIN: 111-11-1111	
Update My Profile	Senior in a U.S. Allopathic Medical School AAMC ID: 12301020	USMLE/ECFMG: 5-555-555-5 Match Status: ACTIVE	
Change My Password	ANIAC ID: 1230 TOZO	mutali Statusi Pative	
UNFILLED PROGRAMS	Name Ontions		
MY RANK ORDER LIST  Holly A Golightty  Editl [Couple] [Account History]			
MY REPORTS			
	<u>Directory</u>   <u>Agreement</u>   <u>Help</u>   <u>Loqout</u>   <u>Contact Us</u>   <u>Update My Profile</u>   <u>Change My Password</u>   <u>Unfilled Programs</u>   <u>My Rank Order List</u>   <u>My Reports</u>		
Co	Copyright © 2001-2013 National Resident Matching Program ®   Copyright Notice   Privacy Statement		

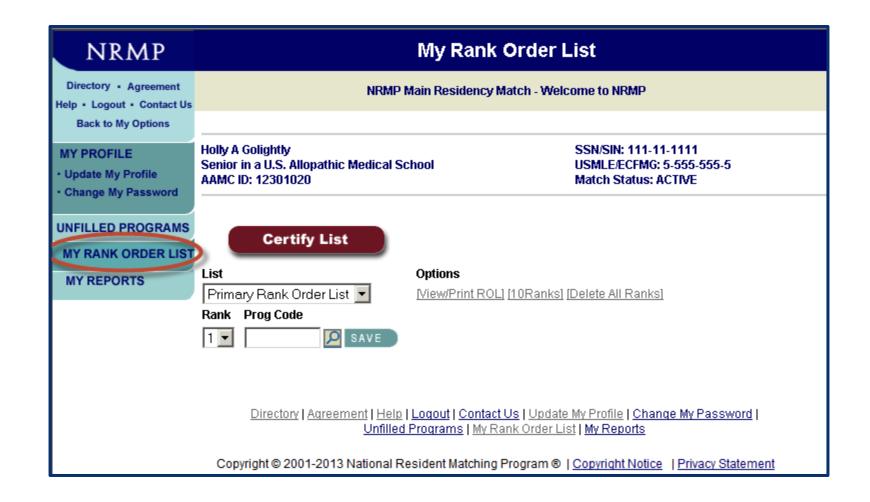
NRMP	Add Partner		
Directory • Agreement Help • Logout • Contact Us	NRMP Main Residency Match - Welcome to NRMP		
Back to My Options			
MY PROFILE - Update My Profile - Change My Password	Holly A Golightly Senior in a U.S. Allopathic Medical School AAMC ID: 12301020	SSN/SIN: 111-11-1111 USMLE/ECFMG: 5-555-555-5 Match Status: ACTIVE	
UNFILLED PROGRAMS MY RANK ORDER LIST	Partner's AAMC ID: 12365410		
MY REPORTS	SUBMIT		
Directory   Agreement   Help   Logout   Contact Us   Update My Profile   Change My Password   Unfilled Programs   My Rank Order List   My Reports			
С	Copyright © 2001-2013 National Resident Matching Program ®   Copyright Notice   Privacy Statemer		



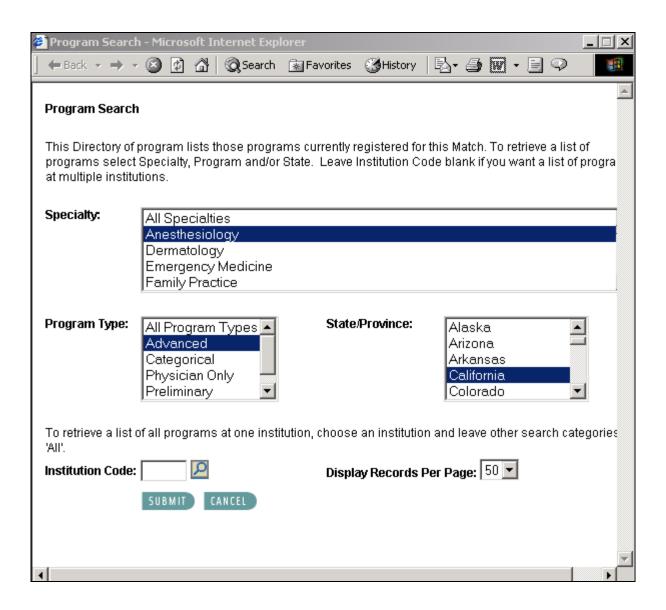
NRMP	Update Profile			
Directory • Agreement Help • Logout • Contact Us	NRMP Main Residency Match - Welcome to NRMP			
Back to My Options  MY PROFILE  - Update My Profile  - Change My Password  AMC ID: 12301020		SSN/SIN: 111-11-1111 USMLEECFMG: 5-555-556-5 Match Status: ACTIVE		
UNFILLED PROGRAMS MY RANK ORDER LIST MY REPORTS	Holly	xxx-x)		
	Contact Information Street Address*  123 Main Street			
	City* Atlanta Country* United States Day Phone* Evening Phone	Postal Code (*U.S./Canada)  30106 State* Georgia		
	hgolightly@natmed.edu	Confirm Primary Email* hgolightly@natmed.edu Confirm Secondary Email		
	Medical School  School Name* (Click search icon to get your school name)  National School of Medicine and Health Sci  [05/2005]			
	* required fields.			
	Directory   Agreement   Help   Logout   Co	intact Us   Undate My Profile   Change My Password   My Rank Order List   My Reports		
		Matching Program ®   Copyright Notice   Privacy S		

#### NRMP **Institution and Program Violations** Directory • Agreement 2013 Main Match Help . Logout . Contact Us **Back to My Options** Holly A Golightly SSN/SIN: 111-11-1111 MY PROFILE Senior in a U.S. Allopathic Medical School USMLE/ECFMG: 5-555-555-5 AAMC ID: 12301020 Match Status: ACTIVE Update My Profile Change My Password This report displays information about graduate medical education institutions and programs that have violated the National Resident Matching Program's Match Participation Agreement, Institution and UNFILLED PROGRAMS program information is displayed permanently on the Institution and Program Violations report. Term limits of any sanction(s) are included to identify the length of time the sanction is in effect. **INSTITUTION AND** Institution Violations PROGRAM VIOLATIONS Match Institution APPLICANT MATCH MAIN 2012 National Medial Center (1011) HISTORY Statement In the 2012 Main Residency Match, the Urology program at National Medical Center offered a July 2013 position to an applicant who was matched to a concurrent MY SYSTEM year position in another program. Match Information Sanction The NRMP has notified the Institutional Review Committee of the ACGME of the Match Match Events violation. System Parameters **Broadcast Messages Program Violations** Reports Match Institution Program · Fees MAIN 2011 American Hospital Center 1076420A0 Radiology-Diagnostic Manage Violation Statement The Radiology-Diagnostic program American Hospital Center offered a 2011 Main Residency Match applicant a position to begin training on July 1, 2012 The applicant Refund had matched to a position in another program for a July 1, 2012 start date. Create Billing File Sanction The NRMP has identified the Radiology-Diagnostic program at American Hospital Change User Password Center as a match violator in the NRMP's Registration, Ranking, and Results (R3) Institution Information System until 12/07/2012'. School Information

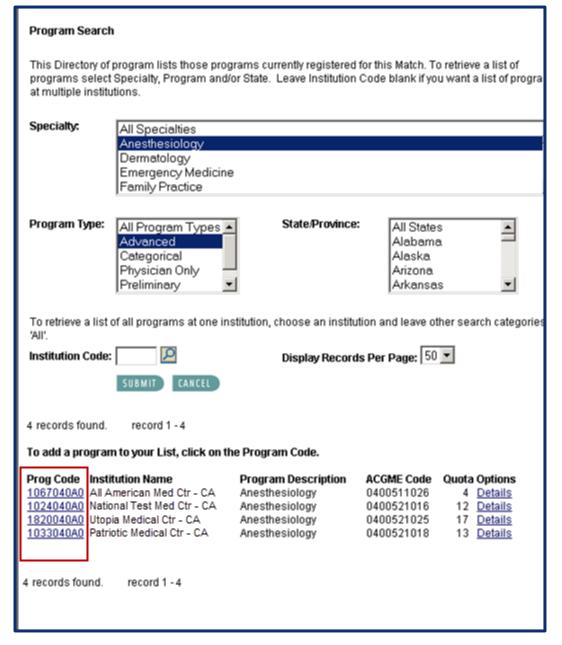




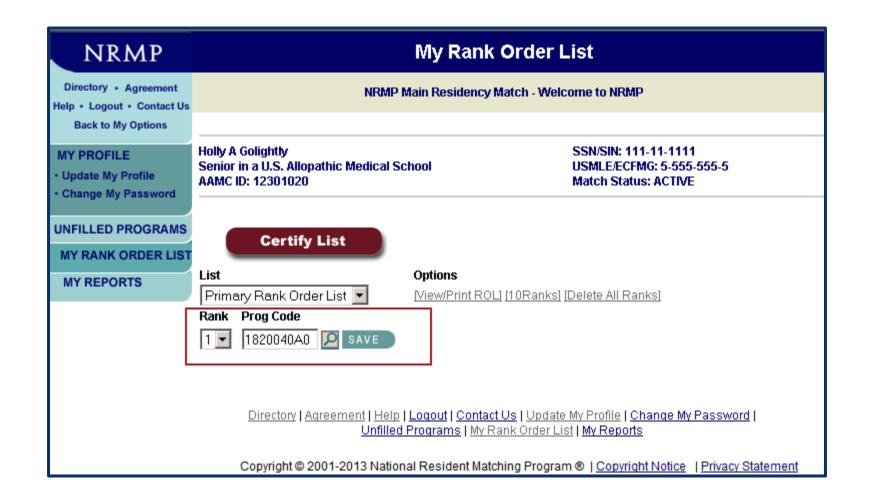




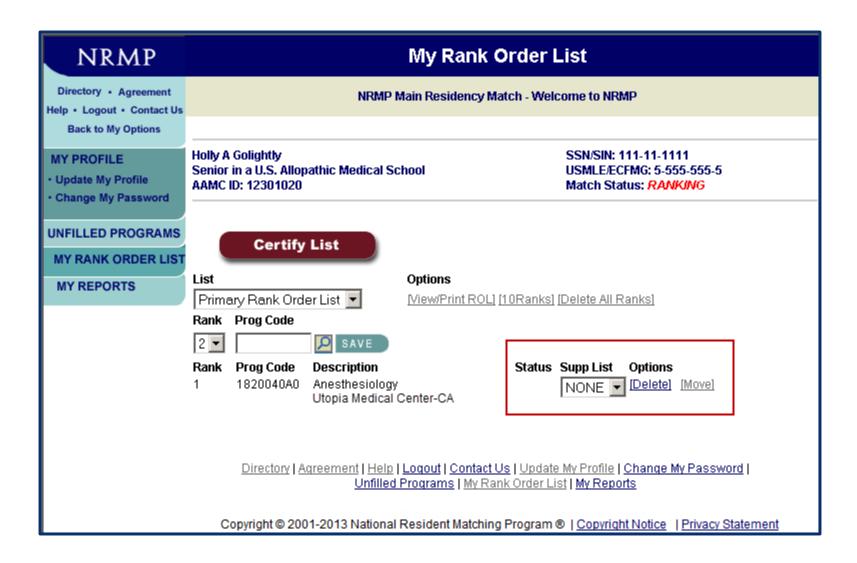




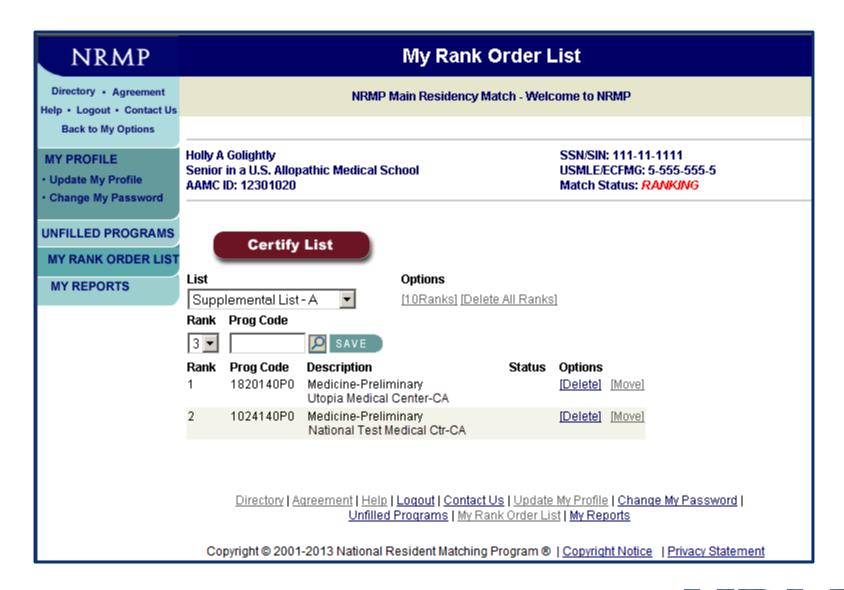




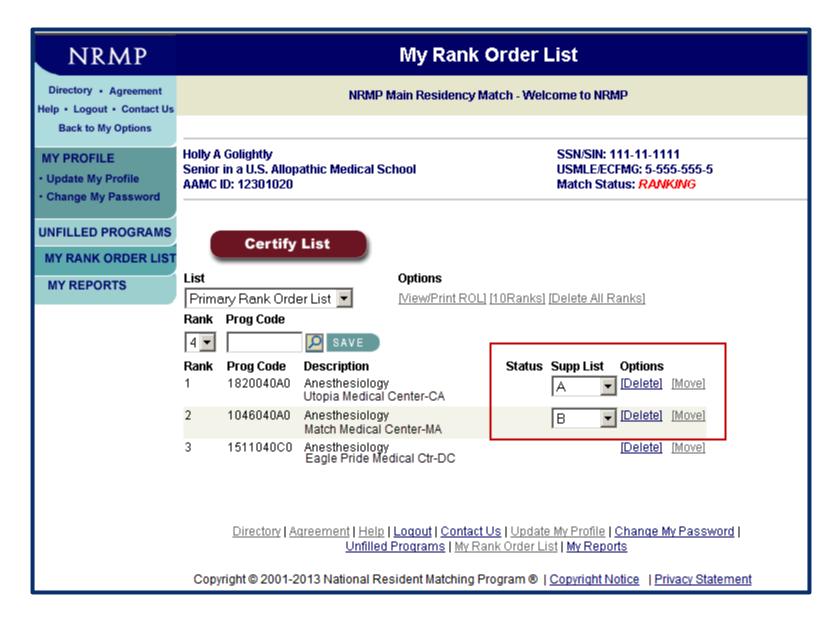




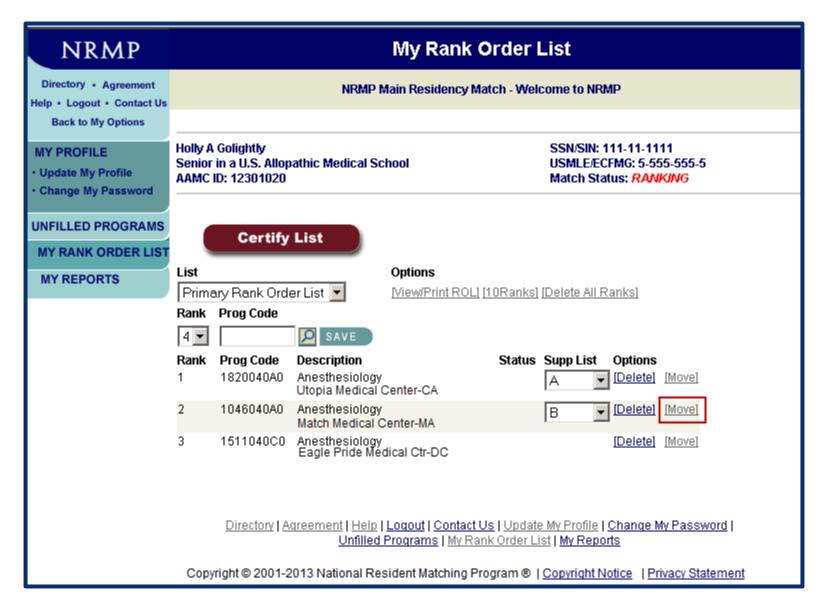


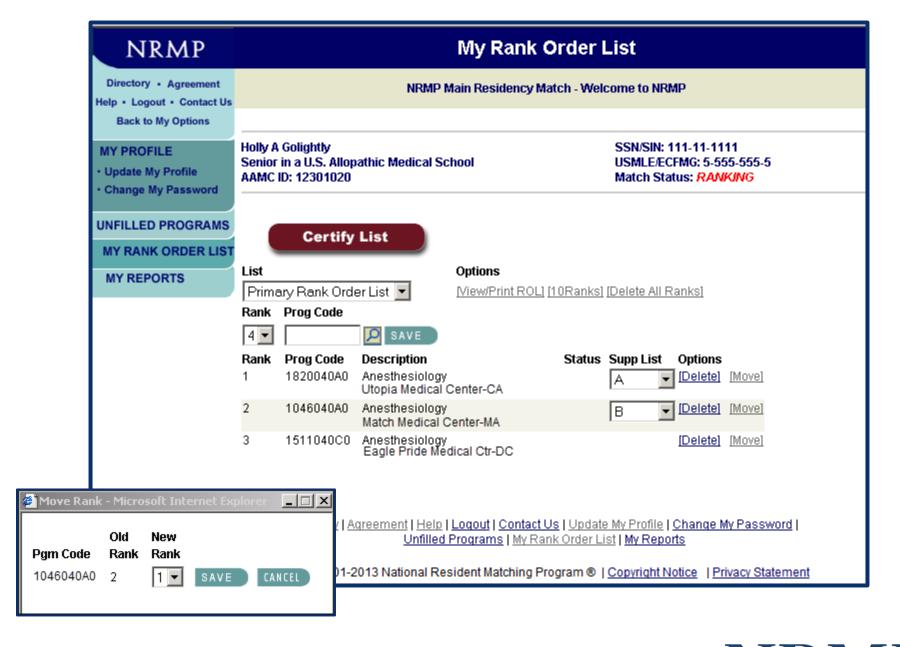




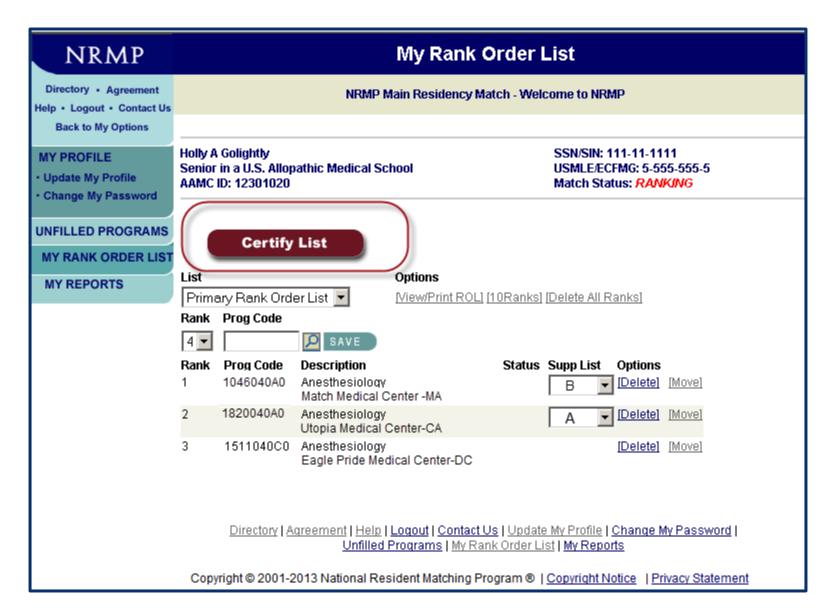




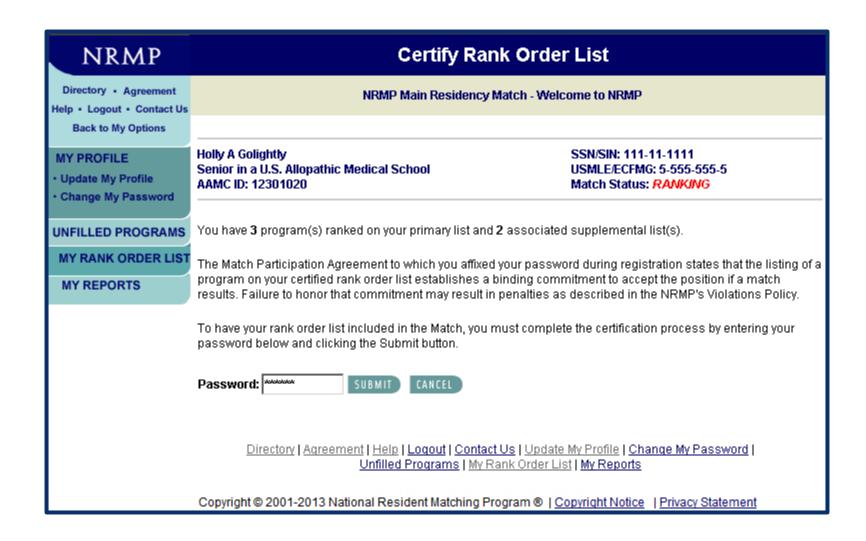


















## **Couples Information**

- Any two applicants can couple. A \$15 per partner couples fee must be paid.
- 30 unique programs can be ranked by each partner before extra rank fees apply.
- ➤ Each partner enters his/her own list. Lists <u>MUST</u> have equal number of ranks.
- Applicants participating as a couple can rank the same program more than once.
- Applicants decide what constitutes an acceptable pair of programs. NRMP does not check this information.
- Use special code (999999999) to indicate when one partner is willing to go unmatched if the other partner matches. Code should be used at bottom of lists when other acceptable program pairs have been exhausted.
- Couples are matched on PRIMARY list only supplemental rank order lists are <u>NOT</u> linked.



# **Couples Verification**

NRMP	Update My Profile		
Directory • Agreement Help • Logout • Contact Us	NRMP Main Residency Match - Welcome to NRMP		
Back to My Options			
MY PROFILE  - Update My Profile  - Change My Password	Holly A Golightly Senior in a U.S. Allopathic Medical School AAMC ID: 12301020	SSN/SIN: 111-11-1111 USMLE/ECFMG: 5-555-555-5 Match Status: RANKING	Couple Status: PENDING
UNFILLED PROGRAMS	Holly & Colighthy (Edit) [UnCounted Resourt History]		
MY RANK ORDER LIST			
MY REPORTS			
Directory   Agreement   Help   Logout   Contact Us   Update My Profile   Change My Password   <u>Unfilled Programs   My Rank Order List   My Reports</u>			
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### NRMP Fees

Registration fee \$50

Late registration \$50 additional (after Nov 30)

Couples \$15 per partner

Primary ROL 1-20 programs: No charge

Additional programs \$30 per program ranked

Supplemental ROL(s) 1-20 programs: No charge

Additional programs \$30 per program ranked on all supplemental lists combined

Couples ROL 30 programs before extra fees are charged



## **Deadlines and Dates**

January 15, 2013

Ranking opens in R3

January 31, 2013

Final program quotas

February 20, 20139:00 p.m. eastern

Ranking closes in R3

March 11, 201312:00 noon eastern

Did I match?

March 11, 201312:00 noon eastern

List of Unfilled Programs (SOAP begins)

March 15, 20131:00 p.m. eastern

Match Day
Where Did I match?



# **Strategies**

- Refer to Charting Outcomes in the Match
- Assess competitiveness
  - Specialty
  - Program
  - Yourself
- Assess the program
- Make your ROL long enough
- Go for the "reach" program
- Include a "safety" program



# **How the Match Algorithm Works**

- Applicant proposing
- Starts with an attempt to place an applicant in the program ranked #1 by the applicant
- > A tentative match occurs:
  - if the program also ranked the applicant <u>and</u> the program has unfilled positions
  - if the program is filled <u>but</u> the applicant is ranked higher than another applicant tentatively matched to that program



# **How the Match Algorithm Works**

- ➤ There is <u>no</u> match if:
  - the program did not rank the applicant
  - the program ranked the applicant but is filled with other applicants more preferred by the program
- Matches are <u>final</u> when:
  - when the algorithm completes its cycles, all tentative matches become final
- Couples match when:
  - the algorithm places a couple in their highest ranked pair of programs on the PRIMARY list where BOTH matched

National Resident Matching Program®

#### NRMP Main Residency Match

Upon completion of reading the following Terms and Conditions of Match Participation, you will be provided an opportunity to signify your acceptance of them by (1) entering your NRMP Password and (2) clicking on a button labeled "I Accept" at the bottom of the page. By agreeing to these Terms and Conditions you are entering into a binding agreement to conduct your affairs related to the Match consistent with these policies. If you do not wish to accept, click the button labeled "Cancel" at the bottom of the page to leave the registration area.

#### Terms and Conditions of the

#### Match Participation Agreement

#### between

#### Applicants, the NRMP and Participating Programs

These are the terms and conditions of the Match Participation desiring to participate in the Main Match enters into by indicat clicking on the *I Accept* button on the *Registration* screen. Th party indicating such acceptance, however, until the National such party's registration. Upon the NRMP's acceptance of the binding agreement between such party and the NRMP, as we executes this Match Participation Agreement and whose regis

#### 18.0 General

If any provision of this Agreement is found in any arbitration proceeding or by any court of competent jurisdiction to be invalid, illegal, or unenforceable, that provision shall be modified to the minimum extent necessary to achieve the purpose originally intended, if possible, and the validity, legality, and enforceability of the remaining provisions will not be affected or impaired and are to be enforced to the maximum extent permitted by applicable law. If any remedy set forth in this Agreement is determined to have failed of its essential purpose, then all other provisions of this Agreement will remain in full force and effect.

Failure of any party to act or exercise its rights under this Agreement upon the breach of any other terms hereof by any other party, is not to be construed as a waiver of such a breach or prevent such party from later enforcing compliance with any or all of the terms hereof. This Agreement contains the entire agreement between the parties with respect to the Matching Program and its results. Any representations, promises, or conditions not incorporated in this Agreement will not be binding upon any of the parties. No modification of this Agreement shall be effective unless in writing and executed by the party against whom it is to be enforced.

By entering your password and clicking I Accept, you agree that you have read and understood and agree to the Terms and Conditions of the Match Participation Agreement.

I ACCEPT

CANCEL



## **The Match Commitment**

#### **SECTION 5.1:**

"The listing of an applicant by a program on its certified rank order list or of a program by an applicant on the applicant's certified rank order list establishes a binding commitment to offer or to accept an appointment if a match results and to begin training in good faith on the date specified in the appointment contract. The same binding commitment is established during the Match Week Supplemental Offer and Acceptance Program<sup>SM</sup> (SOAP<sup>SM</sup>) if a program offers a position by listing an applicant on its preference list and the applicant accepts that offer.

Failure to honor this commitment by either party participating in a Match will be a breach of this Agreement and may result in penalties to the breaching program or applicant...an applicant who terminates or resigns a position within 45 days of the start date in the appointment contract shall be presumed to have breached this Agreement..."



## **Match Waivers**

In limited circumstances, the NRMP may grant a waiver of the Match commitment.

#### Applicants:

- Hardship
- Change of specialty
  - must be requested by <u>January 15</u>
- Completion of residency postponed

Waivers must be requested from, and can be granted only by, the NRMP.



## Match Waivers - Consequences

### If a waiver is approved:

➤ The applicant may obtain another position or participate in future Match and the program may begin to recruit for the position.

### If a waiver is not approved:

- ➤ Both the applicant and program are expected to honor the Match commitment.
- Failure of either party to honor the Match commitment is grounds for a violation investigation and the levying of sanctions.



# Communication between Applicants and Programs

#### 6.0 Restrictions on Persuasion

"One of the purposes of the *Main Residency Match* is to allow both applicants and programs to make selection decisions on a uniform schedule and without coercion or undue or unwarranted pressure. Both applicants and programs may express their interest in each other; however, they shall not solicit verbal or written statements implying a commitment. Applicants shall at all times be free to keep confidential the names or identities of programs to which they have or may apply."



# Communication between Applicants and Programs

#### Section 6.0:

It is a breach of the Match Participation Agreement for:

- (a) a program to request applicants to reveal ranking preferences; or
- (b) an applicant to suggest or inform a program that placement on a rank order list or acceptance of an offer during *SOAP* is contingent upon submission of a verbal or written statement indicating the program's preference; or
- (c) a program to suggest or inform an applicant that placement on a rank order list or a *SOAP* preference list is contingent upon submission of a verbal or written statement indicating the applicant's preference; or
- (d) a program to require applicants to reveal the names or identities of programs to which they have or may apply; or
- (e) a program and an applicant in the *Main Residency Match* to make any verbal or written contract for appointment to a concurrent year residency or fellowship position prior to the release of the List of Unfilled Programs.



# **Examples of Prohibited Communication**

In the 2013 Main Residency Match, Dr. Holly Golightly interviewed with the Radiation-Oncology Program at American Hospital Center. She was encouraged at the end of her interview to send the program director a note indicating her level of interest so that the director would know how or whether to rank her.

In the 2013 Main Residency Match, Dr. Harry Potter interviewed with the General Surgery program at Hogwarts Medical Center. Dr. Potter was unsure how to respond when the program director asked where else he planned to interview and if he planned to rank the Hogwarts program as his first choice.



# FAMOUS EASTERN MEDICAL SCHOOL GENERAL HOSPITAL

#### **Dear Applicant:**

We have thoroughly enjoyed your visit with us and it is clear that you will excel wherever you choose to go.

You represent the kind of candidate that has traditionally done well in our program and we hope to have the opportunity to work with you in the coming year.

Yours sincerely, **Program Director** 



## **Violation Investigations**

- Report potential violation to Executive Director
- Information gathered by NRMP
- Preliminary Report reviewed by all parties
- Case reviewed by Violations Committee
- Review Panel Report to violator
- Violator can arbitrate
- Final Report distributed

Violation policy is at <a href="http://www.nrmp.org/res\_match/policies/violations.html">http://www.nrmp.org/res\_match/policies/violations.html</a>



# Violation by an Applicant

#### **Final Report sent to:**

- Applicant's medical school
- Directors of residency programs
- American Board of Medical Specialties
- > FSMB\* (if applicant is to be permanently barred)
- Interested parties

Applicant may be identified as a Match violator in R3 System or barred from future Matches for one to three years, or permanently.

Applicant may be barred from Match-participating programs for one year.







## NRMP Rule for U.S. Seniors

Sponsoring institutions that register any programs in the *Main Residency Match* agree to select senior students of U.S. allopathic medical schools for all of their programs <u>only</u> through the *Main Residency Match* or another national matching plan. In addition, programs participating in the *Main Residency Match* agree to select senior students of U.S. allopathic medical schools only through the *Main Residency Match*.



## **All In Policy**

Programs participating in the *Main Residency Match* must register and attempt to fill all positions through the *Main Residency Match* or another national matching program.



## **Final Considerations**

- Do <u>not</u> wait until the last minute to enter your rank order list. The servers may be overloaded and very slow.
- Do not make last minute changes to your rank order list. Most such changes are not well thought out and applicants frequently regret the changes.
- ➤ No changes can be made to ROLs after 9:00 p.m. EASTERN time February 20, and only certified lists will be used in the Match.
- ➤ The NRMP will NOT enter a list, add, delete or move programs or in any way modify a rank order list.



# **Summary**

Prepare a rank order list worksheet with program codes in order of preference before entering them on the "My Rank Order List" screen.

Be sure to certify your rank order list.

Complete your list at least a week before the February 20 deadline.

Relax!



### For more information visit:

# www.nrmp.org "Main Residency Match"







## **Questions?**

202-400-2233 or 1-866-653-6767 (toll-free)

Email: support@nrmp.org

