



**ashp**™ **Phorcas**  
Pharmacy Online Residency Centralized Application Service

**Applicant's Portal**

**ashp**™  
pharmacists advancing healthcare

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The University of Mississippi

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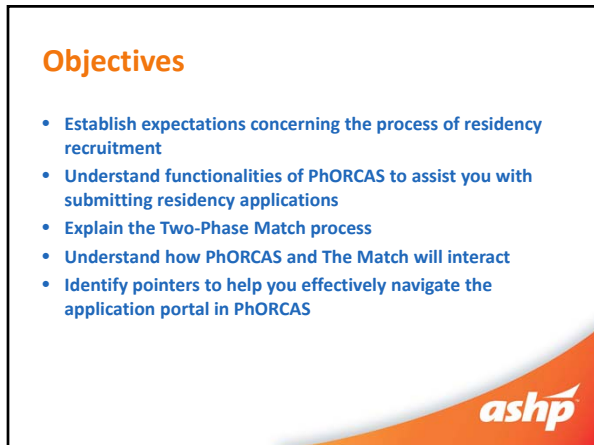
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**Objectives**

- Establish expectations concerning the process of residency recruitment
- Understand functionalities of PhORCAS to assist you with submitting residency applications
- Explain the Two-Phase Match process
- Understand how PhORCAS and The Match will interact
- Identify pointers to help you effectively navigate the application portal in PhORCAS

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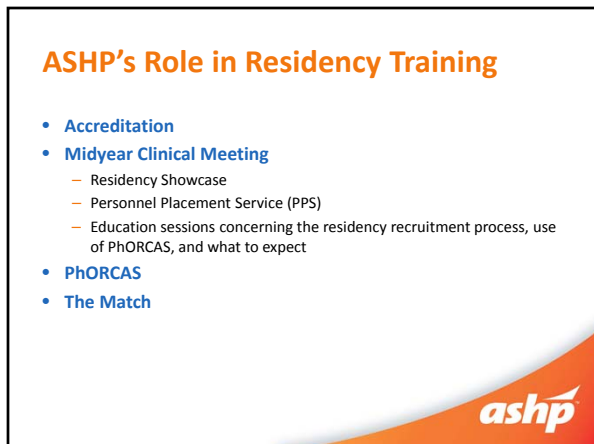
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**ASHP's Role in Residency Training**

- Accreditation
- Midyear Clinical Meeting
  - Residency Showcase
  - Personnel Placement Service (PPS)
  - Education sessions concerning the residency recruitment process, use of PhORCAS, and what to expect
- PhORCAS
- The Match

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## Goal

Streamline the residency recruitment process wherever possible to benefit:

- Residency applicants
- Residency programs
- Reference writers



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## Basics

- PhORCAS is the result of a partnership between ASHP and Liaison International
- The 'Common App' or 'PharmCAS' for residency applications



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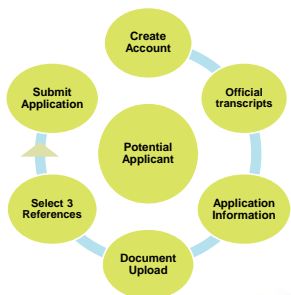
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## Applicant Process



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## Applicant Portal

- **Application**
  - Applicant/personal information
  - Educational information
  - Extracurricular
- **Upload personal statement**
- **Upload CV**
- **Select references**
- **Official transcripts**
- **Site specific supplemental requirements**




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## Cost

Program	Cost
National Matching Service	\$ 150 Flat Fee
PhORCAS (up to 4 applications)	\$ 100
Each additional application	\$ 40

- **Ex: Stephanie wants to apply to 10 residency programs**
  - ❖ Stephanie will pay \$150 to NMS
  - ❖ Stephanie will pay \$340 to PhORCAS (\$100 + \$40x6)




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### Pharmacy Online Residency Centralized Application Service



NOTE: PhORCAS opens November 2, 2016 at 1pm EST. Visit the PhORCAS Applicant Portal for more information.

PhORCAS (Pharmacy Online Residency Centralized Application Service), a web-based tool that brings residency application material together in one location by streamlining the residency recruitment process, reduces the administrative burden that comes with paper applications.

PhORCAS offers endless benefits for residency programs, resident applicants, and reference writers by streamlining the process online. For support, contact PhORCAS at 817-512-2888 from 9am-5pm EST or email them at [phorcasm@phorcass.com](mailto:phorcasm@phorcass.com).

Additionally, the applicant portal for PhORCAS is an amazing tool integrated into the system to make the process of applying and receiving information by residency program directors and preceptors much more efficient and less labor intensive than in the past. If you need assistance with PhORCAS, please contact WISADAMT at 214-636-7777 or email them at [wisadamt@phorcass.com](mailto:wisadamt@phorcass.com).

Learn more about how PhORCAS can save you time, effort, and money in the Resource Information below.

#### Resource Information

- Applicant Resources**
- PhORCAS Applicant Login **Login here!**
  - 2016 Pharmacy Residency Application Information PDF
  - PhORCAS - Applicant Portal into PhORCAS Overview (Coming in October)
  - PhORCAS - Applicant User Information @ phorcass.com
  - PhORCAS - An applicant looking for a residency program in PhORCAS can find the best fit for their information @ phorcass.com

Access this page at [www.ashp.org/phorcass](http://www.ashp.org/phorcass)




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## Application Materials (cont.)

### • Personal statement / letter of intent

- Can be customized to each program
- Identify if special questions need to be answered
- Create separate personal statements for each program you apply to
- Save each document with a unique identifiable name for easy uploading



Image courtesy of adamr / FreeDigitalPhotos.net

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## Application Materials (cont.)

### • 3 References

- Notify each reference writer in a timely manner
- You will NOT be able to see the actual reference
- If you are concerned that reference writer may not submit reference letter by program deadline you can request references from more than 3 individuals- request 4 reference writers
- You are not limited to the number of unique reference writers- can use different reference writers for different applications

### • Request for reference writers

- They will be asked to answer questions using a scale and to elaborate on a couple of questions in space provided
- Notify your reference writer about any special and/or additional program specific requirements
- Leave it up to the reference writer if they want to individualize the reference
- Follow up appropriately and provide the deadline date
- Don't forget to thank them!



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## Reference Writer Communication

### • Notify references before select in PhORCAS

- Communicate what programs you are applying to
- Discuss the following scenarios:
  - Reference writer is familiar with program and wants to send a personalized reference to them
  - You are applying to uniquely different programs and want the reference letters to have a different emphasis (ex. PGY1 and admin program)
- Let the reference writer determine if they want to write program specific or unique letter vs. the standard letter that goes to all programs



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## Reference Recommendations

- References template recommendations
  - Create a standard reference:  
**'Applicant Name' Reference**
  - Create a personalized reference based on reference writer preference  
**'Applicant Name' Reference for 'Institution X'**
- Applying to uniquely different programs (PGY1 or admin)
  - Create a personalized reference based on program  
**'Applicant Name' Reference for 'PGY1'**
  - **'Applicant Name' Reference for 'Admin'**



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ashp Phorcas  
National Matching Services Inc.

Application > References

Required Information

VIEW LIST

Please provide the requested information for an individual who will be providing a letter of recommendation. Please note that entering a reference in this section and clicking "SAVE" will immediately generate an e-mail request to that individual. Thus, before entering an individual's name and contact information in this section, be sure that this person has agreed to write a letter of recommendation for you.

Title \*

**Read prompts carefully**

Notes to Reference:

**Notes to Reference: include deadline & other relevant data**

Please include the deadline date for the program, as well as any supplement data the program may require from the reference writer. This will notify reference writers if they need to upload any supplemental requirements with their reference. (max 200 characters)

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## What does the PhORCAS recommendation form look like?

- Recommendation form example
  - Click the link below to go directly to the form
  - Link: <http://www.ashp.org/DocLibrary/Accreditation/PhORCAS-Recommendation-Form.pdf>
  - This form gives reference writers the ability to promote you in a variety of areas
  - Note that some programs may request a traditional reference letter in addition to (or in lieu of) this recommendation form



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## Application Materials (cont.)

- **Extracurricular and professional activities**
  - Allows programs to search through candidates
  - Complete this section even if it is on your CV
- **Supplemental section**
  - Optional uploads are determined by program’s specific application process
  - Place all supplemental material for each program in a single PDF file and upload
    - Maximum of 5MB file size
  - PHORCAS can handle all PDF uploads except for dynamic PDFs, password protected ones, or PDF portfolios
    - Generally, traditional PDF or Word documents are preferred
- **Curriculum Vitae (CV)**
  - Can be customized for each program



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## Application Materials (cont.)

- **National Matching Service (NMS) code**
  - Must register for NMS before submitting applications in PhORCAS
    - While NMS and PhORCAS are two separate entities, when entering the PhORCAS site originally, you will be transferred seamlessly to NMS to register/receive the code
  - Automatically sent to you from NMS when you register and kept in your PhORCAS application



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## Application Materials (cont.)

- **Application deadline**
  - Unique to each program
  - All materials must be to program by that date
  - Take care of what you can control early
  - No new application will go through after **11:59PM EST** on application deadline
  - PhORCAS will allow transcripts and reference to go through late as long as the application is in by the deadline
    - Programs may or may not honor these late deliveries
  - Can be controlled by program
    - Can open and close window



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## 2016-2017 Match Conducted in Two Phases

### Phase I:

All applicants and programs submit their Rank Order Lists by the Rank Order List deadline for Phase I of the Match. The matching algorithm will be processed using those Rank Order Lists to place applicants into positions. The results of Phase I of the Match will then be distributed to applicants and programs.



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## 2016-2017 Match Conducted in Two Phases

### Phase II:

Programs with unfilled positions in Phase I of the Match will offer those positions to unmatched applicants in Phase II of the Match.

All applicants seeking positions after Phase I and all programs with available positions after Phase I submit their Rank Order Lists by the Rank Order List deadline for Phase II of the Match. A second match will be carried out using those Rank Order Lists, and the results of Phase II of the Match will then be distributed.



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## Post Match – Scramble



After the results of Phase II of the Match are released, a Post-Match process will be implemented, in accordance with [ASHP Match Rules](#), to assist applicants who are still seeking a residency to be placed into programs with positions available.

- **PhORCAS will add structure to the scramble**
  - List of programs with available positions after Phase II of the Match will be provided on the Match web site beginning at 12:00 p.m. Eastern Time. Applicants who do not obtain a position in the Match will be able to use PhORCAS to prepare applications to programs that have positions available.
  - Programs will be able to update information on positions available after the Match on the Match web site until May 31.



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## Timeline 2016-2017



November 2, 2016	Applicants can register in PhORCAS and sign up for NMS
March 3, 2017	Phase I MATCH: Rank order list due to NMS directly
March 17	Phase I MATCH: Results released  Available positions posted beginning at 12pm Eastern Time
March 21	Phase II MATCH: Applicants still seeking positions can submit applications
March 27	Phase II MATCH: Rank order list can be submitted to NMS directly
April 5	Phase II MATCH: Rank order list due to NMS directly (Rank Order Lists for Phase II MATCH cannot be accepted after this date.)
April 12	Phase II MATCH: Results released  List of programs with available positions after Phase II of the Match will be provided on the Match web site beginning at 12:00 p.m. Eastern Time. Applicants who do not obtain a position in the Match will be able to use PhORCAS to prepare applications to programs that have positions available.
April 13	Applicants can submit for post-match positions, and sites can review these applications.
May 31	PHORCAS post-match closes




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## 2016 Statistics



- 6,551 complete applicants
- 65,369 applications submitted
- Each applicant applied to an average of 10 programs
- 99.1% Position Fill Rate (PGY1 and PGY2 combined data)
  - This fill rate has increased since Phase II of the Match was added




Image courtesy of Stuart Miles/FreeDigitalPhotos.net™

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## 2016 Statistics



- 16,172 individual reference writers
- 75,984 references submitted
- 2,180 Programs (1,372 PGY1, 808 PGY2)
- 3,987 available positions (3,081 PGY1, 906 PGY2)
- Includes 211 positions for PGY2 programs that early committed before the Match




Image courtesy of Stuart Miles/FreeDigitalPhotos.net™

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## Tips & Tricks



- **Trouble logging in?**
  - Make sure you are using the 2016-2017 'applicant' portal
  - There are other portals for reference writers and programs to log in from
- **Do not create more than one account**
  - Contact PhORCAS Customer Service if you are having issues
- **Avoid special fonts and symbols when uploading documents**
  - Stick with Times New Roman or Arial



Image courtesy of David Castillo Domínguez / FreeDigitalPhotos.net.

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## Tips & Tricks (cont.)

- **Unaccredited residency programs and fellowship programs are not in PhORCAS**
  - Clarification: Those that are in the process of ASHP accreditation status (such as pre-candidate and candidate) use PhORCAS
- **Reference writers use the standard PhORCAS form to submit their support**
  - No document uploading required
- **Foreign graduates**
  - New Visa choices
  - Must be pre-approved
  - Need proof of either RPH license or FPGEC from the NABP



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## Tips & Tricks (cont.)

- **Do not wait until the night of the deadline to e-submit your application**
  - If you have trouble uploading last minute, you may miss the program's deadline
  - Consider getting applications in early to allow sites to review your application in more detail



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## Need more information?

- **Website**
  - <http://www.ashp.org/phorcas>
  - Includes a document covering frequently-asked questions
- **YouTube videos on a variety of topics**
  - <https://www.youtube.com/user/PhORCASApp>
- **Follow us on social media**
  - Facebook → <https://www.facebook.com/ASHPofficial>
  - Twitter → <https://mobile.twitter.com/ashpofficial>



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## More information

- **PhORCAS Customer service**
  - [phorcasin@phorcas.org](mailto:phorcasin@phorcas.org)
  - (617) 612-2868 (9am-5pm EST, M-F)
- **Midyear Clinical Meeting Student PhORCAS Information Session on December 4th 1:30 pm - 3:00pm**
- **Continue the PhORCAS discussion on ASHP Connect and share your tips and tricks**



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