Tips for PhORCAS

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ASHP Experiential Education Extern

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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ASHP 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
- Intent is to streamline residency application process
- Similar to ‘PharmCAS’ used for pharmacy applications

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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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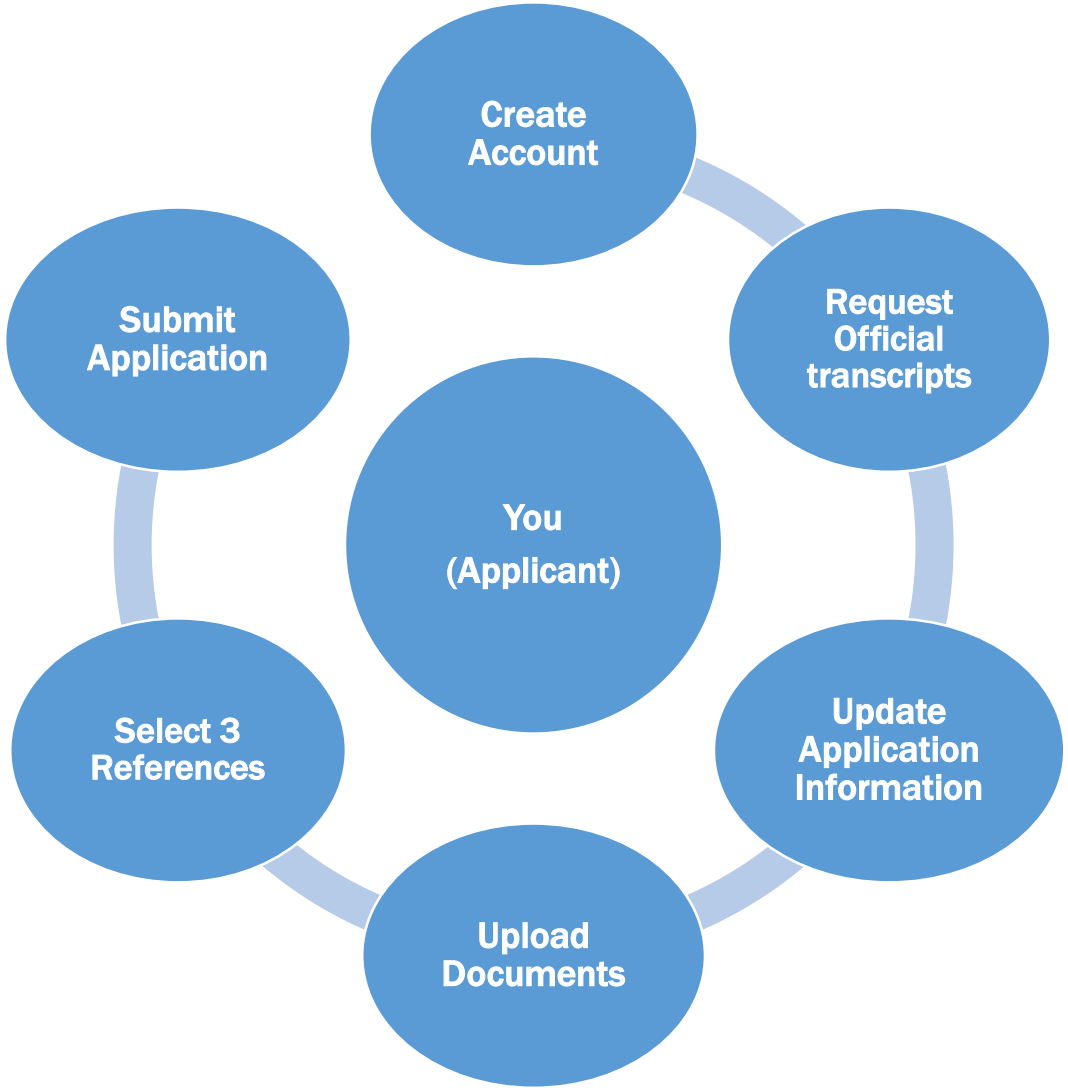
Applicant Process



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Cost

Program	Cost
National Matching Service	$ 160 Flat Fee
PhORCAS (up to 4 applications)	$ 110
Each additional application	$ 43

Ex: Michelle wants to apply to 10 residency programs

- Michelle will pay $160 to NMS
- Michelle will pay $368 to PhORCAS {$110 + ($43 x 6)}

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PhORCAS

VIEW RELATED LINKS ↓

NOTE: PhORCAS opens November 3, 2020 at 3:00 p.m. EST

Applicant information will not transfer (ETL) over to WebAdMIT until November 10th. November 10th will be the first day programs can see applications in WebAdMIT. A successful recruitment year to all!!

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, it decreases the administrative burden that comes with paper applications

PhORCAS offers endless benefits for residency programs, resident applicants, and reference writers by simply making the process easier. For support, contact PhORCAS at (617) 612-2868 from 9am-5pm EST or email them at phorcasinfo@phorcas.org.

WebADMIT, the selection portal for PhORCAS is an amazing tool integrated into the system to make the process of sorting out resident information by residency program directors and preceptors much more efficient and less labor intensive than in the past! If you need assistance with WebAdMIT, please contact WebAdMIT at (716) 636-7777 or email them at Webadmitsupport@liaison-intl.com.

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

Resource Information

Login here!

Applicant Resources

- PhORCAS Applicant Login
- PGY1 Pharmacy Residency Exemption Process [PDF]
- PhORCAS - Applicant's Portal into PhORCAS Overview
  - Webinar [VIDEO]
  - Handout [PDF]
  - Presentation [PPT]
- PhORCAS - Applicant You Tube Information [VIDEO 6:31 min]
- PhORCAS - Re-applicant (seeking PGY2, previously PGY1 in PhORCAS last year) You Tube Video information [VIDEO 2:19 min]
- PhORCAS - Selecting Designations and E-submit YouTube [VIDEO 2:57 min]
- PhORCAS - Post Match Process Information for Applicants
- PhORCAS - Post Match Video [VIDEO]
- PhORCAS Recommendation Form [PDF]

Program Resources

- PhORCAS - WebAdMIT Portal Log In
- PhORCAS - Tips for Residency Program Directors [PDF]
- PhORCAS FAQ's [PDF]
- PhORCAS - Post Match Process Information for Residency Programs
- WebAdMIT Tutorial
  - WebAdMIT Basic Training Course
  - WebAdMIT Advanced Training Course

Reference Writers Resources

- Reference Writer Tips
- PhORCAS - Reference Portal Login
- PhORCAS - Post Match Process Information
- PhORCAS Recommendation Form

Updates

- August 2016 - Handout from the National Pharmacy Preceptors Conference on WebAdMIT [PPT]

Access this page at:
https://www.ashp.org/phorcas

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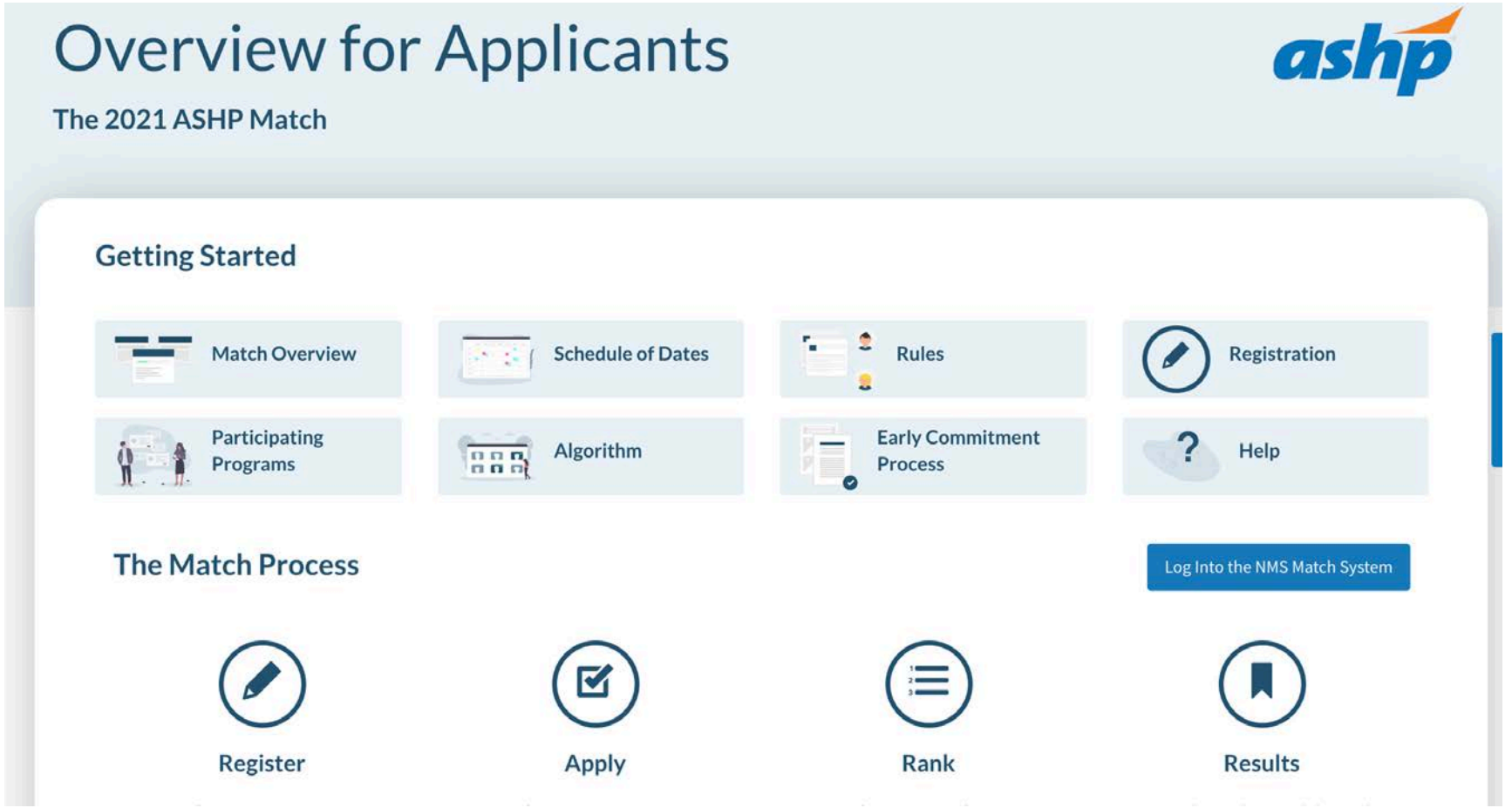
Start by Creating a New Account



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Sign-On Tips

- Do not create more than one account:
  - If you have problems, do not start over, as we must work through the issues on that account. Contact PhORCAS staff if you need additional assistance.
- Trouble signing-on? Check that you are using the correct portal link!
  - If you Google “PhORCAS”, the applicant portal comes up first. Some of your reference writers will try to sign into the applicant portal instead of the generated link provided to them.
- Reference: https://portal.phorcas.org/evaluator20/index.cgi
- Applicant: https://portal.phorcas.org/

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ASHP Match Rules & Eligibility

Each applicant must accept the Match Agreement when they register to participate in the Match. Make sure to read it thoroughly.

American Society of Health-System Pharmacists
RESIDENT MATCHING PROGRAM

APPLICANT AGREEMENT

I plan to apply for a postgraduate year one (PGY1) or postgraduate year two (PGY2) pharmacy residency position to start training between June 1, 2021 and December 31, 2021. In order to participate in the American Society of Health-System Pharmacists ("ASHP") Resident Matching Program (the "Match"), I agree:

1. To abide by the Rules of the ASHP Pharmacy Resident Matching Program ("ASHP Match Rules") as shown on the Match web site (natmatch.com/ashprmp), 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 as shown on the Match web site (natmatch.com/ashprmp), 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 results for Phase I of the Match, 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. Furthermore, if I do not obtain a position in Phase I of the Match or through the Early Commitment Process, I agree not to make any commitments to or contracts with any participating program prior to the release of the results of Phase II of the Match. 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 withdraw 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 pay to National Matching Services Inc. (NMS) a non-refundable, non-transferable, irrevocable fee of $160.00 USD to register for the Match for positions beginning in 2021.

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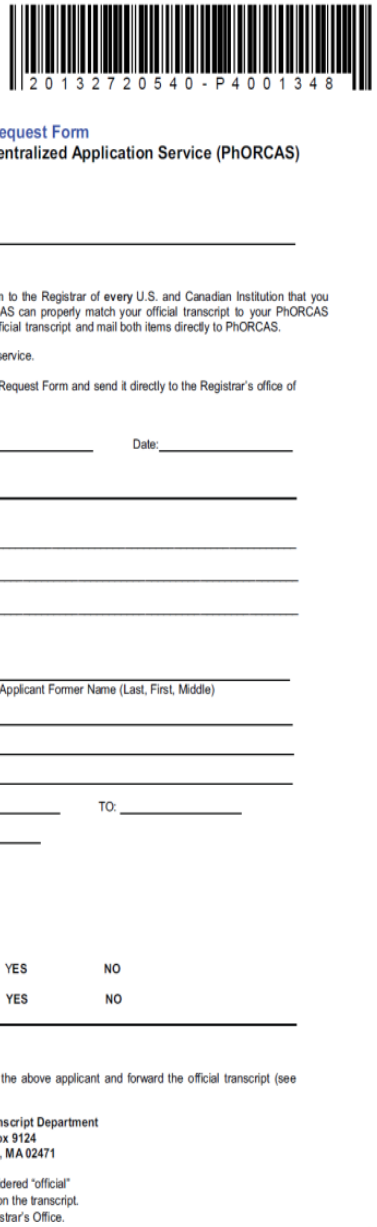
Application Materials

- Demographics
  - Address, phone, email, citizenship, GPA, etc.
- Verified Transcripts
  - One original set sent to PhORCAS with transcript request form
  - Only pharmacy transcripts are required

TIP: Do not wait for the end of the fall semester to request transcripts. Send current transcripts, then at the end of the semester you can request a newer version of the transcripts. This way, you meet the requirement of PhORCAS before offices close for holidays.



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Transcript Request Form
Pharmacy Online Residency Centralized Application Service (PhORCAS)

ApplicantInstructions

Applicant: JOSEPH TEETERS
Name

Submit your completed PhORCAS Transcript Request Form to the Registrar of **every** U.S. and Canadian Institution that you have attended. It is important to use this form so PhORCAS can properly match your official transcript to your PhORCAS application.The Registrar should attach this form to your official transcript and mail both items directly to PhORCAS.

NOTE: The Registrar's office may charge you a fee for this service.

Please complete the following information of this Transcript Request Form and send it directly to the Registrar's office of the institution(s) that you attended.

Applicant's Signature: _____ Date: _____

Institution Details

Institution: COLORADO SCHOOL OF MINES

Former Name used while enrolled at the Institution: _____
Applicant Former Name (Last, First, Middle)

Name of Institution: _____

Campus attended: _____

Former Name of Institution (If Applicable): _____

Dates of attendance (MM/DD/YYYY): FROM: _____ TO: _____

Degree earned (If applicable): _____

Date earned (MM/DD/YYYY): _____

Transcript Details

Does this transcript contain your most recent Fall grades? **YES** **NO**

Are there grade changes within this transcript? **YES** **NO**

Instructions to the Registrar

Please attach this form directly to the official transcript for the above applicant and forward the official transcript (see requirements below) in a sealed envelope directly to:

PhORCAS Transcript Department
P.O. Box 9124
Watertown, MA 02471

The transcript must meet the requirements below to be considered "official"

- A Registrar's seal and/or legible signature included on the transcript.
- Must be mailed **directly** to PhORCAS from the Registrar's Office.

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Application Materials (cont.)

- Personal Statement or Letter of Intent
  - Should 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

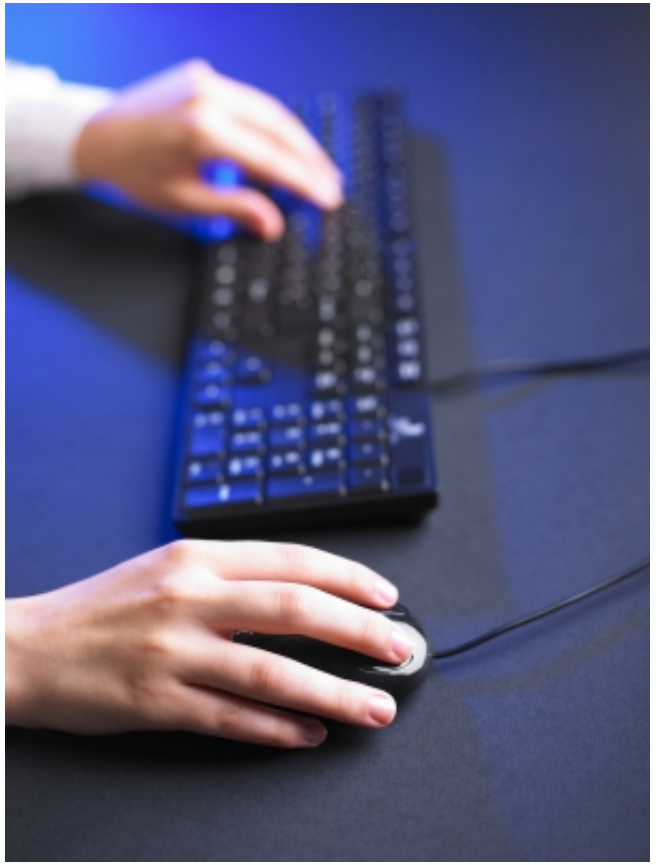

Image courtesy of adamr / FreeDigitalPhotos.net".

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Application Materials (cont.)

- ## Three References for Most Programs
  - Notify each reference writer in a timely manner
  - You will NOT be able to see the actual reference
  - You are not limited on the number of reference writers you can request through PhORCAS for different programs
  - However, you may only have up to 4 reference writers for each program application
- ## Request for Reference Writers
  - They will be asked to answer questions using a scale and open comments
  - Notify your reference writer about any unique program requirements
  - Provide your reference writer with your CV for 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 Selecting Them 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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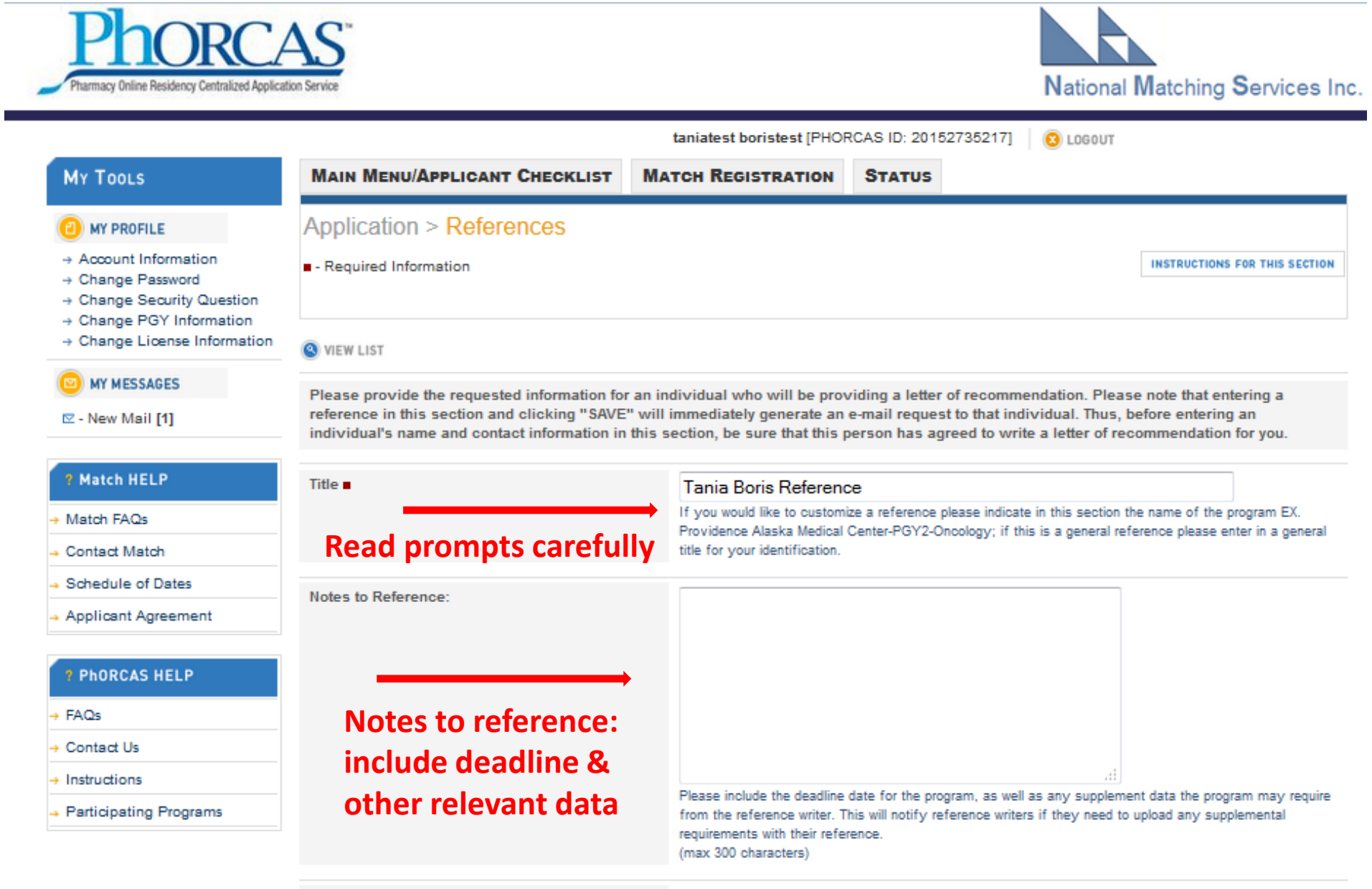
References



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Setting Up Reference Requests

- Standard reference:
  - ‘Applicant Name’ Reference
- Personalized reference:
  - ‘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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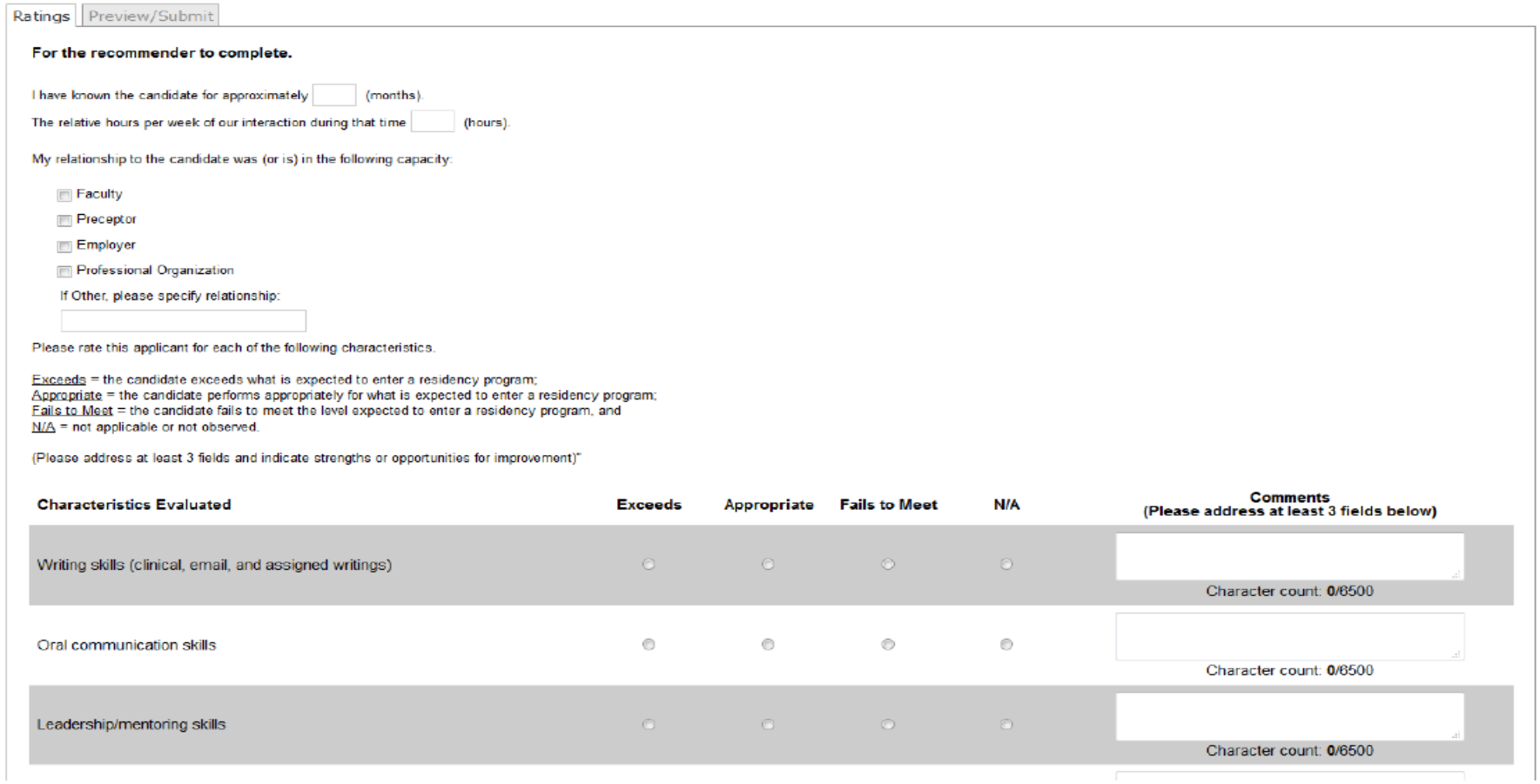
Sample Recommendation Form



Ratings | Preview/Submit

For the recommender to complete.

I have known the candidate for approximately _____ (months).

The relative hours per week of our interaction during that time _____ (hours).

My relationship to the candidate was (or is) in the following capacity:

- ☐ Faculty
- ☐ Preceptor
- ☐ Employer
- ☐ Professional Organization

If Other, please specify relationship:

Please rate this applicant for each of the following characteristics.

Exceeds = the candidate exceeds what is expected to enter a residency program;
Appropriate = the candidate performs appropriately for what is expected to enter a residency program;
Fails to Meet = the candidate fails to meet the level expected to enter a residency program, and
N/A = not applicable or not observed.

(Please address at least 3 fields and indicate strengths or opportunities for improvement)*

Characteristics Evaluated	Exceeds	Appropriate	Fails to Meet	N/A	Comments (Please address at least 3 fields below)
Writing skills (clinical, email, and assigned writings)	○	○	○	○	Character count: 0/6500
Oral communication skills	○	○	○	○	Character count: 0/6500
Leadership/mentoring skills	○	○	○	○	Character count: 0/6500

Note that some programs may request a traditional reference letter in addition to 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
  - If so, name appropriately

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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

National Matching Services Inc

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Application Materials (cont.)

- Application Deadline
  - Unique to each program
  - All materials must be submitted to program by that date
  - Take care of all aspects of the applications that is under your control as early as possible
  - 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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The Match

2021 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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2021 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: The 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 Adds 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 website

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Timeline 2020 – 2021

November 3, 2020	**Applicants can register in PhORCAS and sign up for NMS**
March 5, 2021	Phase I MATCH: Rank order list due to NMS directly
March 19	Phase I MATCH: Results released Available positions posted beginning at 12pm Eastern Time
March 23	Phase II MATCH: Applicants still seeking positions can submit applications
March 29	Phase II MATCH: Rank order list can be submitted to NMS directly
April 7	Phase II MATCH: Rank order list due to NMS directly (Rank Order Lists for Phase II MATCH cannot be accepted after this date.)
April 14	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 15	Applicants can submit for post-match positions, and sites can review these applications.

Source: https://natmatch.com/ashprmp/schedule.html

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2020 Statistics

- 8,595 complete applicants
- 96,385 applications submitted
- Each applicant applied to an average of 11 programs
- 99.1% position fill rate (PGY1 and PGY2 combined data)

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2020 Statistics

- 21,253 individual reference writers
- 74,837 references submitted
- 2,283 programs (1,533 PGY1, 750 PGY2)
- 4,844 available positions (3,924 PGY1, 920 PGY2)

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Tips and Tricks

- Trouble Logging In?
  - Make sure you are using the 2020 – 2021 ‘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

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Tips and 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
  - Must be pre-approved
  - Need proof of either RPh license or FPGEC from the NABP

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Tips and 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
  - https://www.ashp.org/phorcas
  - Includes a document covering frequently-asked questions
- Student Residency Guide
  - https://www.ashp.org/Professional-Development/Residency-Information/Student-Residency-Guide
  - Log in to view a residency timeline, FAQs, interview skills packet, and more!
- Follow Us on Social Media
  - Facebook → https://www.facebook.com/ASHPofficial
  - Twitter → https://mobile.twitter.com/ashpofficial
  - Instagram → @ASHPOfficial
  - LinkedIn → http://www.linkedin.com/company/ashp

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More Information

- PhORCAS Customer Service
  - Email: PhORCASinfo@PhORCAS.org
  - Call: (617) 612–2868
  - Hours: M – F, 9:00 a.m. – 5:00 p.m. EST
- Midyear Clinical Meeting Student PhORCAS Information Session – Home Study
- Continue the PhORCAS Discussion on ASHP Connect and Share Your Tips and Tricks

Student Programming at a Glance

Residency Prep Sessions

Congrats!! You Match
PhORCAS: The Centralized Application System for Pharmacy Residencies
Interviewing Skills and Strategies for Students
Networking Tips You Didn't Hear in School
Student Society Showcase
Strategies for Success: Preparing Candidates for the Residency Application and Interview Season
Am I Competitive? How to Shape Up for the Residency Process

Source: https://midyear.ashp.org/Information-by-Audience/Student-Programming?loginreturnUrl=SSOCheckOnly

Questions about the platform?

Contact PhORCAS at phorcasinfo@phorcas.org or call them at (617) 612-2868

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