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
## ASHP Role in Residency Training

<table>
<thead>
<tr>
<th>Accreditation</th>
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<tr>
<th>Midyear Clinical Meeting</th>
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<tbody>
<tr>
<td>• Residency Showcase</td>
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<tr>
<td>• Personnel Placement Service (PPS)</td>
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<tr>
<td>• Education sessions concerning the residency recruitment process, use of PhORCAS, and what to expect</td>
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<tr>
<th>PhORCAS</th>
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<th>The Match</th>
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Goal

Streamline the residency recruitment process wherever possible to benefit:

• Residency applicants
• Residency programs
• Reference writers
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
Applicant Portal

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

1. Create Account
2. Request Official transcripts
3. Update Application Information
4. Upload Documents
5. Select 3 References
6. Submit Application

You (Applicant)
## Cost

<table>
<thead>
<tr>
<th>Program</th>
<th>Cost</th>
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<tbody>
<tr>
<td>National Matching Service</td>
<td>$ 160 Flat Fee</td>
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<tr>
<td>PhORCAS (up to 4 applications)</td>
<td>$ 110</td>
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<tr>
<td>Each additional application</td>
<td>$ 43</td>
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**Ex: Michelle wants to apply to 10 residency programs**

- Michelle will pay $160 to NMS
- Michelle will pay $368 to PhORCAS \(\$110 + (\$43 \times 6)\)
NOTE: PhORCAS opens November 3, 2020 at 3:00 p.m. EST

Access this page at:
https://www.ashp.org/phorcas
Start by Creating a New Account
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/
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.
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.
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*.
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!
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
References

Read prompts carefully

Notes to reference: include deadline & other relevant data
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’
Sample Recommendation Form

Note that some programs may request a traditional reference letter in addition to this recommendation form.
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
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

[Link to National Matching Services Inc]
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
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.
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.
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
## Timeline 2020 – 2021

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<th>Date</th>
<th>Event</th>
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<tr>
<td>November 3, 2020</td>
<td>Applicants can register in PhORCAS and sign up for NMS</td>
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<tr>
<td>March 5, 2021</td>
<td>Phase I MATCH: Rank order list due to NMS directly</td>
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<tr>
<td>March 19</td>
<td>Phase I MATCH: Results released</td>
</tr>
<tr>
<td></td>
<td>Available positions posted beginning at 12pm Eastern Time</td>
</tr>
<tr>
<td>March 23</td>
<td>Phase II MATCH: Applicants still seeking positions can submit applications</td>
</tr>
<tr>
<td>March 29</td>
<td>Phase II MATCH: Rank order list can be submitted to NMS directly</td>
</tr>
<tr>
<td>April 7</td>
<td>Phase II MATCH: Rank order list due to NMS directly</td>
</tr>
<tr>
<td></td>
<td>(Rank Order Lists for Phase II MATCH cannot be accepted after this date.)</td>
</tr>
<tr>
<td>April 14</td>
<td>Phase II MATCH: Results released</td>
</tr>
<tr>
<td>April 15</td>
<td>Applicants can submit for post-match positions, and sites can review these applications.</td>
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Source: [https://natmatch.com/ashprmp/schedule.html](https://natmatch.com/ashprmp/schedule.html)
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)
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)
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
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
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
Need More Information?

• **Website**
  • [https://www.ashp.org/phorcas](https://www.ashp.org/phorcas)
  • Includes a document covering frequently-asked questions

• **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](https://www.facebook.com/ASHPofficial)
  • Twitter → [https://mobile.twitter.com/ashpofficial](https://mobile.twitter.com/ashpofficial)
  • Instagram → @ASHPOfficial
  • LinkedIn → [http://www.linkedin.com/company/ashp](http://www.linkedin.com/company/ashp)
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**

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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