

**American Society of Health-System Pharmacists
RESIDENT MATCHING PROGRAM
RESIDENCY AGREEMENT
MATCHING PROGRAM FOR POSITIONS BEGINNING IN 2009**

Name of Program Director: RICHARD M. CADLE, PHARM.D.

Name of Organization: MICHAEL E. DEBAKEY VETERANS

Address for all AFFAIRS MEDICAL CENTER

Correspondence: 2002 HOLCOMBE BLVD.

HOUSTON

City

TX

State

77030

Zip Code

Telephone: (713) 794-7175 Fax: (713) 794-7064

E-Mail (provide only one, for NMS use only): cadle.richardmark@med.va.gov

TYPE OF RESIDENCY: PGY1

PROGRAM(S) OFFERED: *Enter or verify the Number of Positions To Be Filled in 2009 and the Program Description for each program. Program Codes must be assigned by NMS.*

Program Code	Number of Positions To Be Filled in 2009	Program Description - maximum 32 characters, including spaces between words Must start with PGY1 or PGY2 (e.g., PGY1; PGY1-Ambulatory Care; PGY2-Oncology)
<u>126013</u>	<u>7</u>	<u>PGY1</u>

The undersigned have reviewed and agree to comply with the Terms of Residency Agreement:

Signature of Program Director _____ Date _____

Signature of Organizational Administrator _____ Date _____

This Residency Agreement must be signed by both the Program Director and the appropriate Organizational Administrator (Chief Executive Officer, etc.). Return one signed copy by **AUGUST 29, 2008 to:**

National Matching Services Inc.
20 Holly Street, Suite 301
Toronto, Ontario, Canada M4S 3B1
Fax: (416) 977-5020

OR

National Matching Services Inc.
P.O. Box 1208
Lewiston, NY 14092-8208
Fax: (716) 282-0611

Your Agreement will be received and processed sooner if you send it directly to the Toronto address.

NMS USE ONLY		
ENT'D: _____	TYPE: _____	CODE: <u>1260</u>

TERMS OF RESIDENCY AGREEMENT

The organization, residency and program(s) named on the Agreement agree to participate in and abide by the terms of this Agreement for the ASHP Resident Matching Program (the "Match") for pharmacy residency positions, as stated below. Appointments are to start service between June 1, 2009 and December 31, 2009. In particular, it is understood that the organization, residency and program(s) agree to:

1. Participate as a corporate entity in the Match.
2. Abide by the Rules of the ASHP Pharmacy Resident Matching Program ("ASHP Match Rules") as established by the ASHP, which are incorporated by reference in and are an integral part of this Agreement.
3. Abide by the Schedule of Dates of the Match, which is incorporated by reference in and is an integral part of this Agreement.
4. Offer through the Match all positions being offered by the residency, except for Department of Defense and Public Health Service positions offered exclusively to commissioned pharmacy officers. The position(s) listed on this Agreement are in programs that are ASHP-accredited, have preliminary accreditation, or are in a candidate or pre-candidate status.
5. Provide complete and accurate information to applicants concerning the position(s) available through the Match, including all organizational, residency and program policies related to eligibility requirements for appointment.
6. Notify National Matching Services Inc. by March 6, 2009 of any changes in the programs or positions available as indicated on this Agreement.
7. Require no commitments from applicants and make no offers of appointment to applicants prior to the release of the Match results, except for PGY2 residency positions that may be committed to PGY1 residents in accordance with the Early Commitment Process.
8. Offer appointments to all applicants matched with this residency.
9. Send a letter of confirmation of the Match result to each applicant matched with this residency within 30 days of the Match results release date, as specified in the Schedule of Dates.
10. Not offer a position to any applicant who was matched elsewhere, or committed elsewhere through the Early Commitment Process, and who has not received a written release from the residency program concerned.
11. Include any positions that do not fill in the Match, and that remain available to applicants after the Match, on the list of programs with unfilled positions, which is made available to applicants and others, either by mail or electronically.

It is understood that a program must not communicate its ranking intentions to any applicant and must not request that an applicant state how the applicant intends to rank any program. It is also understood that applicants must not communicate their ranking intentions to programs, and must not request information on how any program intends to rank any applicant. Any statement or other expression concerning how any program intends to rank any applicant or how any applicant intends to rank any program is a violation of the ASHP Match Rules, and in any event is subject to change based on further considerations.

For purposes of the Match, the Rank Order List submitted by each program is to be the sole determinant of the program's order of preference for the applicants to that program. Similarly, for purposes of the Match, the Rank Order List submitted by each applicant is to be the sole determinant of the applicant's order of preference for the participating programs to which he or she has applied.

It is understood that information concerning the participation of the program(s) in the Match, including the Match results, may be provided to the residency electronically.

It is understood that the ASHP possesses beneficiary standing to enforce this Agreement, and violations of the terms of this Agreement or the ASHP Match Rules will be reported to the ASHP. It is also understood that if this organization or residency violates any of the terms of this Agreement or the ASHP Match Rules, such as offering an appointment to an applicant who has matched to another program, the ASHP may pursue all available remedies and impose penalties on this organization, residency and/or program(s), including forfeiture of ASHP accreditation status.

American Society of Health-System Pharmacists

RESIDENT MATCHING PROGRAM

TO: Program Directors of Pharmacy Residency Programs
FROM: National Matching Services Inc. (NMS)
RE: ASHP Resident Matching Program for Positions Beginning in 2009

Return the accompanying Residency Agreement by August 29, 2008

Positions beginning in 2009 in postgraduate year one (PGY1) or postgraduate year two (PGY2) pharmacy residency programs are offered to applicants through the ASHP Resident Matching Program (the "Match"). The Match is administered by National Matching Services Inc. (NMS) on behalf of the ASHP.

This memorandum and the accompanying material are intended to provide information about the Match and how to register. To ensure that your residency and program(s) are properly registered for the Match, you must complete and return one copy of the Residency Agreement to NMS by August 29, 2008.

PROGRAM PARTICIPATION

All PGY1 and PGY2 pharmacy residencies that are ASHP-accredited, have preliminary accreditation, or are in a candidate or pre-candidate status, must offer all positions through the Match. Only positions offered exclusively to commissioned pharmacy officers of the Department of Defense or the Public Health Service are exempt.

PGY2 pharmacy residencies must initially register all their positions that start training in 2009 with the Match. Under certain circumstances a PGY2 residency program may commit a position to a current PGY1 resident in advance of the matching process, as described later in this memorandum in the section titled "Early Commitment Process".

ACCOMPANYING MATERIAL

Accompanying this memorandum you will find a Residency Agreement and a page titled "Terms of Residency Agreement". Return one completed and signed copy of the Residency Agreement to register your program(s) for the Match, as described below.

Also provided are a document titled "Rules of the ASHP Pharmacy Resident Matching Program" (which outlines the rules for the Match established by the ASHP), a Checklist of registration procedures, and a Schedule of Dates.

A form for your applicants titled "Instructions for Applicant Registration" is also provided. Only those applicants who register for and participate in the Match can be matched to your residency. To ensure that all your applicants receive information describing the Match and how to register, **you should send a copy of this instruction form to each of your applicants**. Indicate to your applicants that your residency will be participating in the Match, and that applicants must register for the Match in order to participate and be eligible to match to your program(s).

MATCHING PROGRAM WEB SITE

A web site has been established for the Match at the following address: **www.natmatch.com/ashprmp**. Note that the address, particularly the last portion (ashprmp), must be entered in lower case.

The information available on the web site includes an overview of the operation of the Match, rules and eligibility criteria for participation in the Match for residencies and applicants, the detailed schedule of dates, information

regarding the Early Commitment Process, a description of the matching process, etc. The web site also provides instructions for applicants who wish to register for the Match. The Applicant Agreement that must be signed by each applicant who wishes to register for the Match can be downloaded from the web site.

Additional information will be added to the web site in the future as this information becomes available, such as lists of participating programs and applicants, instructions for preparing and submitting Rank Order Lists and obtaining Match results, individual applicant and program Match results, lists of unmatched applicants and programs with positions available after the Match, etc.

REGISTRATION PROCEDURES

a) Complete and Submit the Residency Agreement

Contact information may already be pre-printed at the top of your Residency Agreement. If any of the contact information is incorrect, or is not pre-printed on the Agreement, clearly mark the required changes directly on the Agreement before submitting it to NMS. Please print the e-mail address very carefully, clearly distinguishing between the letter "L" and the number "1", the letter "O" and the number "0", etc. Only one e-mail address will be maintained for contacting your residency. *Please note that the e-mail address you provide is for NMS use only, and will not be published or distributed to applicants.*

For purposes of the Match, each residency is assigned a residency type that reflects the ASHP standard under which it is accredited, or will be accredited at the time of its next review. If the residency type pre-printed on the Agreement for your residency (immediately below the e-mail address) is incorrect, or if you have any questions concerning the type of your residency, please contact NMS **before** completing and submitting the Residency Agreement. *Do **not** change the type of residency preprinted on the Agreement without first contacting NMS.*

You must provide on the Residency Agreement information about the program(s) and positions offered by your residency. Further instructions on submitting the required program information are provided in the next section of this memorandum.

After reading the Terms of Residency Agreement and completing the necessary residency and program information, the Agreement must be signed by both the Program Director and the appropriate Organizational Administrator (Chief Executive Officer, etc.) in the space provided.

You can send the signed Residency Agreement to NMS by fax. Agreements should be received at NMS by August 29, 2008. Keep a copy of the Residency Agreement for your records.

Note: Although addresses, phone and fax numbers have been provided at the end of this memorandum for NMS in both New York and Toronto, all correspondence with NMS ultimately must reach the Toronto office. Therefore, it is more efficient for you to send materials to and communicate directly with the Toronto office, if possible. However, if you cannot call or send faxes directly to Canada (e.g., some VA and federal institutions impose restrictions on calling outside the U.S.) you should use the phone and fax numbers for NMS in New York, as shown at the end of this memorandum. **All materials sent by mail or delivery service should be sent directly to the Toronto office of NMS (be sure to affix sufficient postage to Canada).**

After your Residency Agreement is received at NMS, a confirmation will be sent to you, either by e-mail or by regular mail, showing the information on file for your residency. The confirmation will include the Code Number(s) assigned to your program(s) registered for the Match. You should provide the program Code Number(s) to each of the applicants to your program(s).

PLEASE NOTE: If your e-mail program uses "Spam" or "Junk Mail" filtering, it is possible that e-mail from NMS will be redirected automatically to your "Junk Mail" folder without your knowledge. This has been a particular problem for AOL and Hotmail users, but it can affect others as well. If your e-mail program does use filtering, you should instruct it to accept all e-mail from ashprmp@natmatch.com, matchinfo@natmatch.com, and/or any other address with the domain @natmatch.com.

b) Provide Information on Program(s) Offered by Your Residency

Most residencies provide only one form of training, or “track”. However, some residencies provide more than one track, for example: training at different sites; a regular PGY1 program separate from a PGY1 program with a focus on a particular area such as ambulatory care, etc. If your residency offers more than one track, and applicants must be able to rank the different tracks separately for the Match, then each track must be listed as a separate program in the Match. Each separate program identified on your Residency Agreement is assigned a unique Code Number and program description in the Listing of Participating Programs. This will permit applicants to rank specific programs at your residency, and enable you to rank specific applicants for each separate track.

The section of the Residency Agreement titled “Program(s) Offered” has been pre-printed based on the information on file at NMS for your residency:

- If your residency **participated** in the 2008 Match, the pre-printed information is based on the information on file at NMS at the time of the match in March 2008. That information includes the 6-digit program Code Number, the number of positions available, and the program description for each program that was active in the match last March, or that filled a position through the Early Commitment Process. (In some cases, the information has been modified based on current information provided to NMS by the ASHP.)
- If your residency **did not participate** in the 2008 Match, a single program has been pre-printed on the Agreement with a 6-digit program Code Number and a program description based on the type of your residency. You will need to provide the number of positions available in the Match for each program offered by your residency.

Please review the pre-printed program information carefully. You may modify the programs offered, the number of positions and/or the program description for any program shown on the Agreement, as described below.

Deleting a program: If a program that is pre-printed on the Agreement will not be offering positions beginning in 2009, the line representing the program should be clearly crossed out. Please enter your initials and write the word “delete” beside the description of any program that is being eliminated in this manner.

Adding a program: If you wish to add a program that was not offered in the Match last year, enter on a previously blank line the number of positions to be filled in 2009 and a description of the program as outlined below. **For any program(s) you add on the Agreement, leave the column headed “Program Code” blank.** NMS will assign a unique Code Number to each added program when the Agreement is received at NMS. You will be informed of the new Code Number for the added program on the confirmation that will be sent to you by NMS.

Positions Available: **You must verify or provide the number of positions to be filled in 2009 for each program listed on the Agreement.** All positions available to begin training in 2009 in your residency must be registered for the Match and offered to applicants through the matching process or through the Early Commitment Process described later in this memorandum.

You may modify the number of positions available, if necessary, at any time up to the deadline for submitting the choices of applicants for the Match. Furthermore, it is possible to move position(s) that remain unfilled from one program to another within the matching process, to attempt to fill the available position(s) in the other program. This is referred to as “reverting” unfilled positions from one program to another. For example, if a position remains unfilled in a PGY2 program, that position can be moved within the matching process to another PGY2 program, or to a PGY1 program, where the position may be able to be filled. Instructions for requesting the reversion of unfilled positions are available on the web site (www.natmatch.com/ashprmp - select the option for Reverting Positions). The deadline for submitting a request to revert unfilled positions is the same as the deadline for submitting Rank Order Lists for the Match.

Program Description: Each program offered by your residency in the Match is also identified by a brief program description that indicates the type of residency - i.e. PGY1 or PGY2, and area of specialization if appropriate. Program descriptions can be a maximum of 32 characters including spaces between words. If your residency

offers more than one track, the program description of each program must uniquely and clearly distinguish that program from any other program offered by your residency. For example, if your residency is a PGY1 residency that offers only one program in the Match, the program description can be simply PGY1. However, if your residency offers more than one program in the Match, then none of the program descriptions should be simply PGY1. Each program description will start with PGY1, but should include additional information to distinguish that program from the other program(s) offered by your residency (e.g., location, specialization focus, etc.)

EARLY COMMITMENT PROCESS FOR PGY2 PROGRAMS

The Match incorporates an Early Commitment Process, whereby a position in a PGY2 program can be committed to a current PGY1 resident in advance of the matching process, under the following conditions:

- The residency sponsor must have a formal, written policy regarding the promotion of the PGY2 residency to PGY1 residents, and how candidates will be selected and assessed.
- The PGY2 program and position must be registered for the Match. The PGY1 resident does not have to be registered for the Match.
- The applicant must be a current PGY1 resident in a PGY1 residency offered by the same sponsor as the PGY2 residency (e.g., the same or an affiliated organization), and the PGY1 and PGY2 residencies must be continuous years of employment for the resident.
- The PGY1 resident and PGY2 residency must both sign a letter of agreement, which can be downloaded from the NMS web site at www.natmatch.com/ashprmp (select the option for Early Commitment Process).
- The PGY2 residency program must pay a fee of \$110 to NMS for each position committed to a resident through the Early Commitment Process.
- The letter of agreement signed by both parties and the fee paid by the residency program must be received at NMS by December 19, 2008.

On receipt of the letter of agreement and fee, NMS will remove the committed PGY2 position from the Match. If the applicant has previously registered for the Match, NMS will also withdraw the applicant from the Match.

ADDITIONAL INFORMATION

Additional information regarding participation in the Match, such as instructions for submitting Rank Order Lists and obtaining Match results, will be provided to you as outlined in the Schedule of Dates. Some or all of this information may be provided to you electronically. If you have any questions regarding the Match, please contact:

National Matching Services Inc.
20 Holly Street, Suite 301
Toronto, Ontario Canada M4S 3B1 OR
Telephone: (416) 977-3431
Fax: (416) 977-5020
E-mail: ashprmp@natmatch.com

National Matching Services Inc.
P.O. Box 1208
Lewiston, NY 14092-8208
Telephone: (716) 282-4013
Fax: (716) 282-0611

Note: All correspondence sent to NMS ultimately must reach the Toronto office; therefore, your correspondence will be received and processed sooner if you send it directly to the Toronto office.

American Society of Health-System Pharmacists

RESIDENT MATCHING PROGRAM

REGISTRATION PROCEDURES

CHECKLIST

- Complete the Residency Agreement form.
 - Verify any pre-printed information and make corrections if necessary.
 - Provide information about each program to be offered in the Match, including the number of positions to be filled in each program.
 - Make sure the Agreement is signed by both the Program Director and the Organizational Administrator.

- Submit one (1) completed and signed copy of the Residency Agreement to National Matching Services Inc. by August 29, 2008. Keep a copy of the Residency Agreement for your records.

- Following receipt of your Residency Agreement, National Matching Services Inc. will send to you, either by e-mail or by regular mail, a confirmation of the information on file for your program(s). The confirmation will include the program Code Number for each program offered in the Match. You should provide the Code Number for each program to the applicants to your program(s).

- Send one copy of the Instructions For Applicant Registration form to each of your applicants. Applicants can obtain instructions and download the Applicant Agreement required to register for the Match from the Matching Program web site at www.natmatch.com/ashprmp.

- Instructions regarding the preparation and submission of your Program Rank Order List(s) for the Match will be provided by February 6, 2009. You must submit your Program Rank Order List information by March 6, 2009.

Note: You should read carefully all materials received from National Matching Services Inc. to ensure you understand all procedures and deadlines. If you have any questions, please contact National Matching Services Inc. directly.

American Society of Health-System Pharmacists

RESIDENT MATCHING PROGRAM

SCHEDULE OF DATES

- JULY, 2008 Residency Agreements for participation in the Match are sent to program directors, who must return their Agreements to National Matching Services Inc.
- JULY, 2008-JAN. 2009 Applicant Agreements for participation in the Match can be downloaded from the Matching Program web site at **www.natmatch.com/ashprmp**. Alternatively, Applicant Agreements can be mailed to applicants on request. To register for the Match, applicants must return their Agreements to National Matching Services Inc., accompanied by the appropriate fee.
- Applicants must apply to programs independently of the Match.** Application deadlines for programs vary; therefore, applicants should check with programs regarding their deadline dates.
- NOVEMBER 1, 2008 By this date, a Listing of Participating Programs will be available for access by applicants and residencies on the web site www.natmatch.com/ashprmp.
- DECEMBER 19, 2008 Final date for receipt at National Matching Services Inc. of letters of agreement and fees for the early commitment of PGY2 positions to current PGY1 residents.
- JANUARY 9, 2009 Recommended date by which applicants should return their Agreements to National Matching Services Inc. to register for the Match.
- FEBRUARY 6, 2009 By this date instructions for submitting Rank Order Lists and obtaining Match results will be provided to applicants and program directors registered to participate in the Match.
- MARCH 6, 2009 Final date for submission of applicant and program Rank Order Lists. **No Rank Order Lists or Agreements can be accepted after this date.**
- MARCH 18, 2009 Results of the Match are released to applicants and program directors. No action to fill positions remaining unfilled is to be taken prior to 12 noon Eastern Daylight Savings Time on this date.
- MARCH 18, 2009 -
APRIL 17, 2009 Program directors must send letters of confirmation of the Match result to matched applicants, who must sign and return the letters of confirmation.

American Society of Health-System Pharmacists

RESIDENT MATCHING PROGRAM

RULES FOR THE ASHP PHARMACY RESIDENT MATCHING PROGRAM

Background: the following rules represent a compilation of elements of the accreditation regulations and standards for pharmacy residency programs that are ASHP-accredited, have preliminary accreditation, or are in a candidate or pre-candidate status. The rules apply to these programs and to individuals seeking a residency with these programs. ASHP contracts with National Matching Services Inc. (NMS) to conduct the Resident Matching Program (RMP), commonly referred to as “the Match.”

1. These rules apply to all participants (applicants and programs) in the RMP for pharmacy residencies, including postgraduate year one and two (PGY1 and PGY2) pharmacy residencies that are ASHP-accredited, have preliminary accreditation, or are in a candidate or pre-candidate status.
 - a. All participants shall abide by all deadlines and their agreements for participation in the Match.
 - b. Residency program directors must ensure that all people involved in recruiting or selecting residents understand and adhere to these rules.
 - c. Faculty of schools of pharmacy with students interested in participating in the Match for pharmacy residencies are asked to assist in ensuring that their students understand and adhere to these rules.
 - d. Violations of these rules or Match agreements by applicants or programs may result in sanctions by ASHP or legal action by other Match participants.
2. Pharmacy residency programs must offer all of their positions through the RMP, with the exception of Department of Defense and Public Health Service pharmacy residency positions offered exclusively to commissioned pharmacy officers.
3. Participants in the RMP, including applicants and programs, may not communicate, solicit, accept, or use any ranking-related information prior to the release of the Match results. (Program directors and resident selection committees may discuss the ranking of candidates among themselves only.)
 - a. Residency programs should include the following statement in their brochures and other materials used for recruiting: This residency site agrees that no person at this site will solicit, accept, or use any ranking-related information from any residency applicant.
 - b. The only information that persons at the residency site may communicate to an applicant prior to the release of the Match results is whether or not the applicant remains under consideration for admission. The spirit of this item precludes any communication of applicants' rankings, however veiled or indirect such communication might be, prior to the release of the Match results.
 - c. Residency program personnel and applicants may never solicit information regarding applicants' and programs' rankings, even after release of Match results.
 - d. Residency sites that offer more than one program in the Match (i.e., sites with more than one Match code number) are expected to ask applicants to identify the site's program(s) to which they are applying. In addition, these sites may, for the sole purpose of arranging interviews, ask applicants to designate their preferences regarding the programs at the site for which they wish to be interviewed. These sites may request interview preference information only when it is essential for making interview arrangements, and such information may not be used for any other purpose in the selection process. Further, these sites may not solicit any information about applicant's final rankings of programs. Sites requesting interview preferences should state clearly in their written materials that these preferences will be used for arranging interviews only and for no other purpose.

- e. Any ranking information that is communicated between applicants and residency programs, even though such communication is a violation of these rules, is non-binding and may be changed at any time prior to the Rank Order List (ROL) submission deadline. The only binding rankings are the confidential ROLs that are submitted to NMS.
 - f. Residency programs may choose to provide applicants with information about the size of the applicant pool.
 - g. Residency programs that conduct on-site or telephone interviews must make a reasonable effort to notify every applicant who submits a complete set of application materials as to his/her interview status. Such notification must occur no later than the interview notification date that appears in the program's online ASHP Residency Directory listing and/or other publicity materials, and may be communicated by e-mail, telephone, regular mail (postmarked no later than the interview notification date), or other means.
4. Results of the RMP constitute binding agreements between applicants and residency programs that may not be reversed unilaterally by either party.
- a. Appointments of applicants to residency positions may be contingent upon the applicants satisfying certain eligibility requirements (e.g., obtaining pharmacist's license, negative drug testing results). Such eligibility requirements must be specified clearly in the residency programs' written recruiting materials and provided to applicants in advance of the Match.
 - b. Residency program directors are encouraged to contact matched applicants by telephone as soon as possible after NMS releases Match results.
 - c. It is not necessary for residency program directors to contact applicants with whom they have not been matched.
5. Residency program directors must ensure that a letter, putting in writing an appointment agreement with matched applicants, is sent to all matched applicants and is postmarked no later than 30 days following receipt of the Match results.
- a. The residency program director must ensure that residents who are accepted into the program receive a letter outlining their acceptance to the program. Information on the terms and conditions of the appointment must also be provided in a manner consistent with that provided to pharmacists within the organization conducting the residency.
 - b. Acceptance by residents of these terms and conditions must be documented prior to the beginning of the residency.
6. Residency programs that receive their Match results and have one or more positions left unfilled may then make other direct offers (verbal or written) to applicants who remain unmatched or to applicants who did not participate in the Match. Applicants who receive their Match results and who remain unmatched may then receive other direct offers of admission.
- a. Failure to receive timely notification of Match results, for any reason, does not constitute a release from the Match.
 - b. Residency program personnel may not take any actions to fill open positions prior to release of the Match results. Applicants who remain unmatched may not contact residency programs about unfilled positions prior to release of the Match results.
 - c. Prior to making offers to fill open positions, residency program directors must verify with applicants, to the best of their ability, that the applicants have neither been matched previously to other programs nor accepted other offers.
 - d. Applicants may not accept an offer if they have been matched or have already accepted an offer from another residency program.
 - e. An offer (verbal or written) that has been tendered by a residency program director and accepted by an applicant constitutes a binding agreement between the program and the applicant that may not be reversed unilaterally by either party.

- f. The residency program director must put in writing the appointment agreement with the applicant in a letter postmarked no later than 30 days following acceptance of the offer by the applicant, as described in paragraphs 5.a and 5.b, above.
7. The Match will accommodate an “early commitment process” for residency sponsors that offer both PGY1 and PGY2 pharmacy residency programs and elect to allow PGY1 residents to commit to one of the sponsor’s PGY2 residencies.
 - a. Residency sponsors that might consider using an early commitment process must have a formal, written policy addressing, at a minimum, how this option is promoted to PGY1 residents and how candidates will be assessed and selected.
 - b. The early commitment process may occur only between a PGY1 resident and a PGY2 residency program that is conducted by the sponsor of the PGY1 residency program.
 - c. The PGY1 and PGY2 residencies must be continuous years of employment for the resident.
 - d. When contacted annually by NMS, PGY2 residency program directors must register all positions that could be potentially in the Match. Typically this occurs before it is feasible to consider offering any positions to an early commitment process.
 - e. If a PGY2 residency program director offers an early commitment to a PGY1 resident, a letter of agreement must be signed by both parties. A copy of the letter of agreement must be sent to NMS and received by the date that is established by the ASHP.
 - f. After the date that is established by the ASHP, residency sponsors may not make early commitment offers and must offer all positions through the RMP, unless the sponsor does not intend to fill some positions.
 - g. Match fees (equivalent to those paid by applicants to participate in the Match) for positions filled through an early commitment process will be paid to NMS by the sponsor offering the PGY2 residency program. (PGY1 residents pursuing PGY2 residency positions not filled through the early commitment process pay an application fee to NMS to participate in the Match.)
 8. Individuals who detect violations of these rules are urged to request compliance from the appropriate party or parties.
 - a. Unresolved compliance problems should be resolved informally, whenever possible, through consultation among applicants, residency program directors, and ASHP, or by other informal means.
 - b. Residency program directors who become aware of violations of these rules by other residency program personnel should urge the applicants involved to follow the informal resolution procedure described above, and/or should contact directly the other residency program directors.
 - c. Problems not amenable to resolution through informal consultation should be reported as soon as possible to the ASHP Commission on Credentialing at the address listed at the end of this document.
 9. If a formal complaint regarding an alleged violation of these rules is filed with the ASHP Commission on Credentialing, the Commission will evaluate the allegations and recommend an appropriate course of action to the ASHP Board of Directors. The ASHP Board of Directors is the body that ultimately determines the course of action. Violations of the RMP rules should be reported to:

Secretary, ASHP Commission on Credentialing
Accreditation Services Division
American Society of Health-Systems Pharmacists
7272 Wisconsin Avenue
Bethesda, MD 20814
(301) 664-8656

American Society of Health-System Pharmacists

RESIDENT MATCHING PROGRAM

INSTRUCTIONS FOR APPLICANT REGISTRATION

Positions beginning in 2009 in pharmacy residency programs are offered to applicants through the ASHP Resident Matching Program (the "Match"). The Match includes both postgraduate year one (PGY1) and postgraduate year two (PGY2) pharmacy residencies.

A web site has been established for the Match at the following address: **www.natmatch.com/ashprmp**. Note that the address, particularly the last portion (ashprmp), must be entered in lower case. The web site provides extensive information about the Match.

To register for the Match applicants must return a signed Applicant Agreement, along with the registration fee, to:

National Matching Services Inc.
20 Holly Street, Suite 301
Toronto, Ontario Canada M4S 3B1
Telephone: (416) 977-3431
Fax: (416) 977-5020
E-mail: ashprmp@natmatch.com

Applicants can obtain an Applicant Agreement by downloading the Agreement from the web site, or by completing and submitting a form available on the web site to request that an Applicant Agreement be sent to them by regular mail.

Alternatively, **applicants who are unable to access the web site** can use this form to request that an Applicant Agreement be sent to them by regular mail. If you are unable to download the Applicant Agreement or request a mailed Agreement via the web site, you should complete the section below and either mail or fax this form to the address shown above.

Please send an Applicant Agreement for registration in the ASHP Resident Matching Program to:

(Print or type information)

Last Name First Name Middle Initial

Street

Apt. #

City State Zip Code

Country

Telephone: ()

Signature

Date