



Brendan Reichert  
Deb Erdner  
Tania Boris



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Shhhhh...



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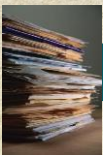
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### Goal of PhORCAS

Streamline the residency recruitment process wherever possible to benefit:

- Resident Applicants
- Residency Programs
- Reference Writers



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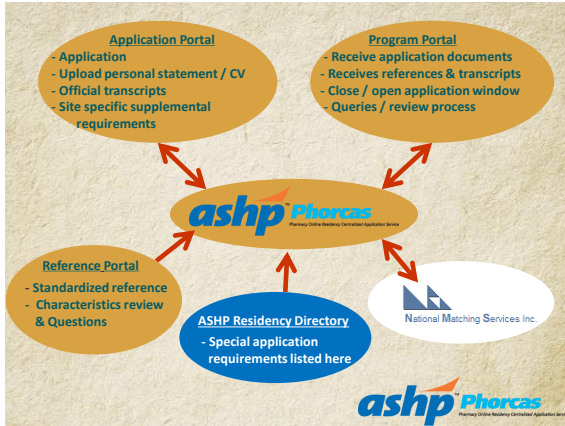
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### Benefits to Resident Applicants

- One online submission - dissemination to multiple programs
- Electronic tracking, notification of application progress
- Reduced applicant hassle
- Flexibility to standardize and customize
- One location for entering PhORCAS and National Match Service (NMS) fees and information
- System available for post match process

**ashp Phorcas**  
Primary Online Residency Centralized Application Service

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### Residency Programs using PhORCAS

- To achieve benefits of PhORCAS we need a high program participation rate
  - 2014 saw a > 99% participation rate
- *WHO may not be in PhORCAS?*
  - PGY2 programs that have already elected to do an early commit, so they have closed their deadline for new applicants.
  - Programs not accredited

**ashp Phorcas**  
Primary Online Residency Centralized Application Service

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### Statistics from 2014

- **PhORCAS – Applicants**
  - 5,788 complete applicants
  - 55,001 applications submitted
  - Average was 9.5 applications per applicant
  - Median was 8 applications per applicant



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### Statistics from 2014

- **PhORCAS - References**
  - >12,282 individual reference writers
  - 104,927 references submitted
- **PhORCAS - Programs**
  - 1,762 Programs (PGY1- 1,145; PGY2=617)
  - 3,654 available positions for 2014 year (PGY1- 2,862; PGY2- 792)
  - Includes 176 programs that early committed 260 positions for PGY2



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### Standardized Application Materials

- **Demographics**
  - Address, phone, citizenship, academic hist., GPA
  - Date of birth, Gender, Ethnicity
    - Not included in programs views and will only be available in aggregate data behind the scenes for ASHP summary information
- **Verified pharmacy school transcripts**
  - Originals sent to PhORCAS with transcript request form, PhORCAS verifies & uploads into the system



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## Standardized Application Materials

- **Personal statement / letter of intent**
  - Can be customized to each program
  - Save document with programs name for easy uploading
- **Curriculum Vitae (CV)**
  - Can be customized for each program
- **Extracurricular and professional activities**
  - Allows programs to search on candidates with these experiences (enter even if it is on your CV)
- **National Matching Service (NMS) code**
  - Automatically sent from NMS



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## Standardized Application Materials

- **References**
  - Notify references before entering in PhORCAS
  - Inform them of what programs applying for
  - Actual reference not accessible by applicant
  - Removed the reference letter text box AND upload features for this year
  - References will need to use the standard PhORCAS reference form ONLY
  - There will be a 1,000 character plain-text box available for a BRIEF program specific comment  
(Not intended for a letter to be cut and pasted in)



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## Flexible Elements For Each Program

- **Personal statement / letter of intent**
  - Identify if special questions may need to be answered
- **Supplemental documentation**
  - Must be provided in correct format (.pdf, .doc, .docx)
- **Supplemental section**
  - Optional uploads determined by programs application process

⚠ check the ASHP online residency directory for specifics for each program: [www.ashp.org/ResidencyDirectory](http://www.ashp.org/ResidencyDirectory)



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## Flexible Elements For Each Program

- **Application deadline**
  - Unique to each program
  - All materials should be to program by that date
  - PhORCAS will NOT allow a new application to go through after 11:59 PM (EST) on application deadline
  - PhORCAS will allow transcripts and reference to go through if application is in by deadline – programs may/not honor these late deliveries
  - Can be controlled by program (open/close)

check the ASHP online residency directory for specifics for each program: [www.ashp.org/ResidencyDirectory](http://www.ashp.org/ResidencyDirectory)



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## Requirements before submitting

- Register & pay for the match
- All required information completed
- Reference writers selected (email & phone required)
- Print Transcript Request form for each pharmacy college and send to each college
- All supplemental Data uploaded (you cannot add or change after you submit)

\*\*\*\* This does not mean delay submission \*\*\*\*

Only contact information & transcripts can be updated post e-submit



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## Standardized Reference 13 Characteristics:

Exceeds / Appropriate / Fails to Meet / N/A

- Writing Skills
- Oral Communication Skills
- Leadership/mentoring
- Assertiveness
- Ability to organize & manage time
- Ability to work with peers & communicate effectively
- Effective patient interactions
- Dependability
- Independence & resourcefulness
- Willingness to accept constructive criticism
- Emotional stability maturity
- Professionalism
- Clinical Problem Solving Skills

See ASHP Website for actual template: [www.ashp.org/phorcas](http://www.ashp.org/phorcas)



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## Standardized Reference

- **Narrative Comments**
  - How did candidates skills compare with peers, students or students from other colleges of pharmacy?
  - Strengths, areas for improvement?
  - Address any other characteristics or observances of the candidate.
- **Recommendation (select one)**
  - Highly recommend the candidate
  - Recommend the candidate
  - Recommend with reservation
  - Do not recommend



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Keep it simple, we will learn, adapt, and will build on the PhORCAS application platform

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## Enhancement Wish List

- **Selection Portal / program portal:**
  - Scoring (development of program scoring scale)
  - Calculating scores from own evaluation grids
  - Interviewer tools
    - Scheduler
    - assign evaluation questions to reviewers to evaluate/score
  - How to deal with multiple NMS codes for one program – at this time each NMS code is listed separately in PhORCAS for applicants



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### Enhancement Wish List

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### Enhancements 2015

- Moving to new selection management software: WebAdMIT
- Enhanced version of the selection portal
- Offers many new features, including
  - More powerful candidate searches
  - On-demand reporting
  - Interview scheduling
  - Candidate scoring models
  - E-mail contact with candidates within software



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### Expenses

- National Matching Service (NMS): \$130  
(must be registered in match before can submit application in PhORCAS)
- PhORCAS:
  - Base package is \$100 for 4 programs
  - An additional \$35 per program past the initial 4
  - Billing is done at the program level – if they have a unique ASHP program number and one web page on the ASHP online directory = \$35

Note: programs such as community residencies run by a college may have several NMS codes (for multiple sites), but have just one ASHP residency program number. Applicant can apply to individual NMS code level (sites), but will only be billed at program level. Applicant would be billed just \$35.



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## Comparing the Numbers (considering 8 programs per applicant)

	Old process	PhORCAS
NMS	\$130	\$130
Paper/stationary/stamps	\$57	\$0
Transcripts	\$63	\$7
Mailing / Express Mail	\$70 / \$211	\$0
PhORCAS	\$0	\$275
Thank you cards	\$10	\$10
Time	?	?
<b>Totals</b>	<b>\$330 / \$471</b>	<b>\$422</b>

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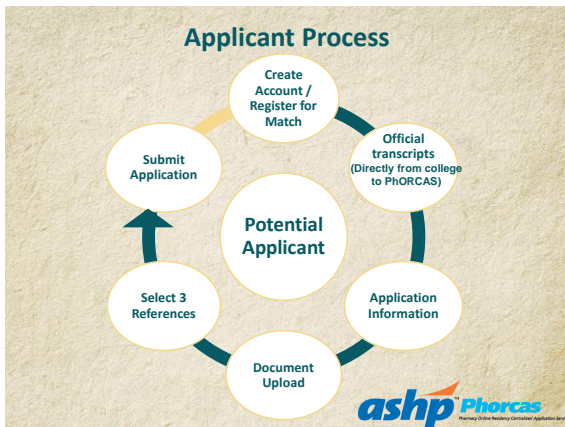
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## Applicant Process




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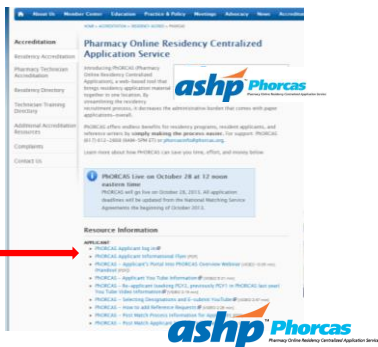
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Information / Access: [www.ashp.org/phorcas](http://www.ashp.org/phorcas)



-Log on  
-Videos  
-Information

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## Create New Account / Reapplying

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

**National Matching Services Inc.**

User Name:  
Password:  
Log In

**Re-Applying to PHORCAS?**  
If you are an incoming applicant and your previous application was registered by PHORCAS, you have to log in and start with your new address.

**Create New Account**

**MATCH HELP**

**Match FAQs**

**Contact Match**

**Schedule of Dates**

**Applicant Agreement**

**Welcome!**

This web site provides applicants to pharmacy residency programs with a single access point for two separate but complementary services, which are operated by separate entities:

- The Match – ASHP Resident Matching Program, administered by National Matching Services Inc.
- PHORCAS – Pharmacy Online Residency Centralized Application Service

All applicants must register for the Match on this web site in order to obtain a position at a PGY1 or PGY2 pharmacy residency program that is accredited to do so in candidate, pre-candidate, or conditional accreditation with the American Society of Health-System Pharmacists (ASHP).  
Many, but not all, residency programs use PHORCAS. Applicants applying to program(s) that participate in PHORCAS must use this web site to submit applications to those programs. Applicants can enter data into their applications through PHORCAS prior to registering for the Match, but applications cannot be sent to programs that participate in PHORCAS until the applicant has registered for the Match. Applicants applying to any program that does not participate in PHORCAS must submit the application directly to that program. Applicants who register for the Match on this web site in order to obtain a position at the program through the Match.

Programs that are based outside of the United States or that offer positions exclusively to commissioned officers of the Department of Defense or the Public Health Service are exempt from the ASHP Match. Applicants seeking positions only at those programs do not need to register for the Match.

Current PGY1 residents who are interested in continuing their training in a PGY2 residency offered by the same sponsor as the applicant's PGY1 residency (e.g. the same or an affiliated organization) may be able to obtain the position through an Early Commitment Process. Applicants who are committed to a position in that manner do not need to register for or participate in the Match.

2. Account Creation Options



## Establish Username / Password

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

**National Matching Services Inc.**

Application > Create New Account

**MATCH HELP**

**Match FAQs**

**Contact Match**

**Schedule of Dates**

**Applicant Agreement**

**Personal Information**

First Name \*

Middle Name \*

Last Name \*

Middle Name \*

Suffix \*

Email \*

Email Confirmation \*

**Account Information**

Username \*

Password \*

Confirm Password \*

Security Question \*

Security Answer \*



## Main Menu / Applicant Checklist

everything is required except supplemental data

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

**National Matching Services Inc.**

Joseph Traverso (PHORCAS ID: 2012725442) | Logout

My Tools: My Profile, Account Information, Change Residency, Change Security Question, Change POC Information, Change License Information

My Messages: New Messages

**MATCH HELP**

Match FAQs

Contact Match

Schedule of Dates

Applicant Agreement

**PHORCAS HELP**

FAQs

Contact Us

Notifications

Participating Programs

**Applicant Checklist**

Applicant Information

Educational Information

Extracurricular

Personal Statement/Letter of Intent

Curriculum Vita/Resume

References

Application Certification

Supplemental

Residency Program Designations

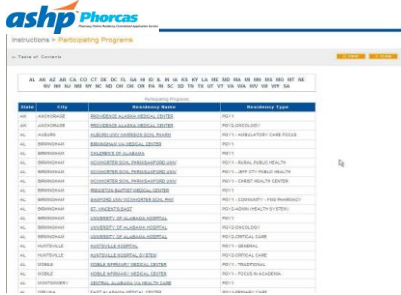
Participating Programs



## Participating Programs

Arranged alphabetically by state, city, then program

1. Select STATE to narrow search
2. Additional sub-sorting possible by city or residency type by holding SHIFT
3. CTRL-F brings up FIND screen- can search for program name- links to ASHP online directory.
4. Click on program name- links to ASHP online directory.
5. Dynamic list- as new programs are added to Match they will appear on list



## ASHP Online Directory – Program Info Page

If there is no information program has not provided information to ASHP

Abbott Northwestern Hospital  
300 East 10th Street at Chicago Avenue  
Minneapolis, MN 55407  
[http://www.ahca.com/minn/online/softwares/pharm\\_home](http://www.ahca.com/minn/online/softwares/pharm_home)

**Code:** 63010  
**MSB Code:** 110113  
**Program Year One (PGY1) Pharmacy**

**Accreditation Status:** Accredited

**Residency Program Director:** Steven D. Kastendieck, BS, MS, R.Ph.  
612-863-8920  
Fax: 612-863-7134  
Email: [Steven.kastendieck@allina.com](mailto:Steven.kastendieck@allina.com)

**Director of Pharmacy:** Kristine K. Gulickson, Pharm.D., FASHP  
612-863-8906  
Fax: 612-863-7134  
Email: [kriste.gulickson@allina.com](mailto:kriste.gulickson@allina.com)

**Residency Information:**

Duration/Type:	12 months/residency
Number of Positions:	4
Application Deadline:	11/30/2013
Starting Date:	On or around July 1st
Estimated Stipend:	\$42,000
Interview Required:	Yes

**Residency Special Features:** This program is both flexible and focused. Residents develop skills in the provision of patient-centered care, service excellence, practice management and leadership development. The pharmacy practice model combines decentral pharmaceutical practice with responsibility for a drug distribution system that leverages Priori drug distribution and a state-of-the-art sterile compounding facility. Residents interact with dozens of pharmacist practitioners with special skills in clinical pharmacy, informatics, logistics and leadership. Residents gain valuable experience by preparing and presenting educational programs.



## ASHP Online Directory – Program Info Page

Application Deadline, Positions Available, and Special Requirements for Acceptance – EXTREMELY IMPORTANT!

**Residency Information:**

Duration/Type:	12 months/residency
Number of Positions:	4
Application Deadline:	1/4/2013
Starting Date:	July 1
Estimated Stipend:	\$45,750
Interview Required:	Yes

**Residency Special Features:** This well-established residency program provides flexible, comprehensive training in a variety of areas. Required rotations include drug policy, internal medicine, pharmacy administration (choose from clinical, operations, ambulatory, medication safety), residency program management, or informatics) and clinical practice (integrated throughout the year). Elective rotations include multiple intensive-care rotations (surgical/trauma, medical, neurosurgical, cardiovascular, emergency medicine, infectious disease, oncology), solid organ transplant, cardiology, diabetes management, academic, ambulatory care and several other options. Rotations and activities are tailored to meet the needs and interests of each resident. Opportunities exist to work with and serve as a preceptor for pharmacy clerkship students. Residents also have the opportunity to participate in a teaching certificate program.

**Fringe Benefits:** Three weeks of paid time off; health, vision, dental, disability and life insurance; travel and meeting allowance.

**Special Requirements for Acceptance:** Participation in PHORCAS (Pharmacy Online Residency) Centralized Application plus required supplemental materials. Please see the residency website or contact the program for additional details.



## Primary Pharmacy School Attended

- Entered when creating your application and registering for match
- Can be edited at any point prior to submitting your application
- MUST always have a primary pharmacy school attended listed on the application



## Utilize Drop Downs- Organized by State



## Transcript Request Form

Available after completion of college information

Select



## Transcript Request Form

- Send this completed form to College to have them send your transcripts to PhORCAS to be validated / uploaded
- You only need to do this once per college

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

Applicant Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Academic Information**

Name of Institution: \_\_\_\_\_  
 Address of Institution: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Professional Information**

Name of Institution: \_\_\_\_\_  
 Address of Institution: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Personal Information**

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Instructions to the Applicant**

Please complete this form and return it to the Registrar at the Institution of Origin.

Please send this form to the Registrar at the Institution of Origin.

Please send this form to the Registrar at the Institution of Origin.

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

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## Personal Information

**General**

Preferred name or nickname: \_\_\_\_\_

In which Language(s) other than English/Incluyendo American Sign Language are you FLUENT enough to interview patients? \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No

If yes please elaborate: \_\_\_\_\_

Total number of non-curriculum based internship hours anticipated before graduation: \_\_\_\_\_

Please enter a numeric value

**New Question:**  
Number of internship hours anticipated.

### New Question For This Year!




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## Extracurricular Section

MAIN MENU/APPLICANT CHECKLIST | MATCH REGISTRATION | STATUS

Application > Extracurricular

The resumes you type will appear in your application exactly as you type it. Using all capital letters or not capitalizing properly does not present a professional image to your application.

INSTRUCTIONS FOR THIS SECTION

Select an option from the pop down list and click on "Add New Entry" to create a list of your activities, accomplishments & recognitions. If you are unsure of the procedure on completing this section of the PhORCAS Application please read the instructions or click on "Instructions For This Section". Once your application has been e-Submitted you WILL NOT be able to make corrections to this section.

Provide information about activities, accomplishments & recognitions, including:

- Professional Awards/Scholarships
- Leadership Experience
- Presentations (local/state/national)
- Publications (local/state/national)
- Pharmacy Work Experience
- Volunteer/Community Service

ADD NEW ENTRY

Professional Awards/Scholarships  
 Leadership Experience  
 Presentations (local/state/national)  
 Publications (local/state/national)  
 Pharmacy Work Experience  
 Volunteer/Community Service

Search: \_\_\_\_\_

Filter:  All  Active  Inactive

1/2020-2/2020 | City/Region | Location/City

January 2010

**Must be completed, even if on your CV**

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## Extracurricular Example: Presentations beyond pharmacy school requirements



## View of Extracurricular Items completed

Name	Year	Category	Status
Cathy Walker Award	January 2010	State	Completed
Cathy Walker Award	January 2010	State	Completed

Name	Start Date	End Date	Status
Orion	January 2010	January 2011	Completed

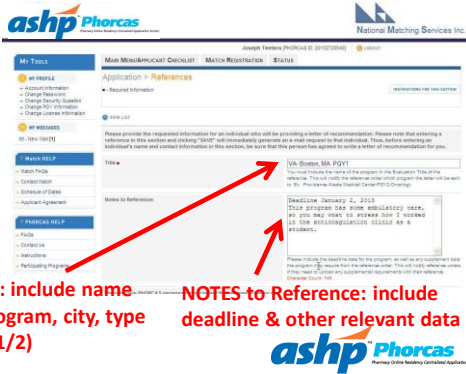


## Upload Personal Statement / Letter Intent

Be specific in naming documents before uploading



## References



## References

You will need their name, email, and phone

Reference's Title (Dr., Mr., Ms., etc.):	<input type="text" value="Mr."/>
Reference's First Name:	<input type="text" value="Test"/>
Reference's Last Name:	<input type="text" value="Reference"/>
Reference's Middle Name or Initial:	<input type="text"/>
Reference's Email Address:	<input type="text" value="testreference@gmail.com"/>
Confirm Email Address:	<input type="text" value="testreference@gmail.com"/>
Reference's Phone Number:	<input type="text" value="(123)456-7890"/> <small>Please enter complete phone number including area code or country code.</small>



### Timeline for 2014-15 (2015 Match year)

- April – August PhORCAS development / enhancements
- October Load all NEW deadlines from NMS agreement forms into ASHP online directory and PhORCAS
- 11/3/14 PhORCAS go live (applicant, reference, selection)
- 3/6/15 Return rank order for Match (PhORCAS closes)
- 3/20/15 Match results; list of available programs (PhORCAS re-opens) applicants can update materials in PhORCAS if they will be participating in the post match
- 3/23/15 Applicants can apply to programs
- 3/30/15 Offers can be made post match (1 week after results)
- 5/31/15 PhORCAS closes



## Post Match Enhancement

- Continued post-match interest question to indicate they wish to be considered for an open seat.

### Submitted Programs

Program ID	School Name	State	Openings (2015)	Date Discontinued	Lab	Consider for Postmatch
1295	WILKES-BARRE VET AFFAIRS MED CTR	PA		12/27/2013		<input type="checkbox"/>
Certification: Vita Resumes: Abdoanah_Maysoon_CV.docx Personal Statement: Letter of Interest: PGDT1.docx						
References: <ul style="list-style-type: none"><li>Pat Reale</li><li>Deanne Gussie</li><li>David Ombongi</li><li>Ashraf Khassawneh</li></ul>						
Supplemental:						
1348	BROOKLYN LEONARD WOSPITAL CENTER	NY		12/27/2013		<input type="checkbox"/>
Certification: Vita Resumes: Abdoanah_Maysoon_CV.docx Personal Statement: Letter of Interest: PGDT1.docx						
References: <ul style="list-style-type: none"><li>Pat Reale</li><li>Deanne Gussie</li><li>David Ombongi</li><li>Ashraf Khassawneh</li></ul>						
Supplemental:						



## Sign on - Tips

- Trouble signing on - check for correct portal  
*If you Google "PhORCAS" the applicant portal comes up first, some reference writers and preceptors have been trying to sign into the applicant portal*

### Reference

<https://portal.phorcas.org/evaluator15/index.cgi>

### Applicant

<https://portal.phorcas.org/applicants15/index.cgi>



## Applicants - Tips

- Do not create more than one account:** if you have problems do not start over must work through the issues on that account, contact PhORCAS staff
- Avoid special fonts and symbols:** keep it simple - Times New Roman
- Often waiting until the night of the deadline to e-submit applications to individual programs – **NOT Recommended!**
- Consider getting applications in early to allow sites to review your application in more detail than the flood of applications that come in last minute
- If you wait to the last minute and have trouble uploading you may miss a program's deadline (2359 PM EST)



## Applicant Take Home Points

- Do your homework
  - Deadline dates
  - Special supplemental data
  - Identify your references prior to application
  - Use of PhORCAS (YouTube videos)
  - Read Instructions / FAQs
  - Get started early
- Contact your references
- Remember the little details (these have not changed)
  - Make personal connections
  - Accuracy
  - Writing thank you notes



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## Online Guides

- YouTube videos and Facebook will be updated
    - Applicants: how to use PhORCAS ~ 7 min
    - Applicants: how to select designations ~ 2 min
    - Applicants: how to add a reference ~ 2 min
    - Programs: overview ~ 1 hr
    - Programs: selection portal ~ 7 min
    - References: overview ~ 5 min
  - FAQs and promotional material
- [www.ashp.org/phorcas](http://www.ashp.org/phorcas) all will be updated once new edits are implemented for the 2015 match



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Your outlook  
just got sunnier



[www.ashp.org/phorcas](http://www.ashp.org/phorcas)  
[www.youtube.com](http://www.youtube.com) (search PhORCAS)

Program specific requirements:  
[www.ashp.org/ResidencyDirectory](http://www.ashp.org/ResidencyDirectory)



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