Brendan Reichert
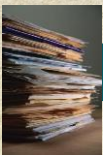**Deb Erdner**
Tania Boris

Shhhhh...

#ASHPmidyear

Goal of PhORCAS

Streamline the residency recruitment process wherever possible to benefit:

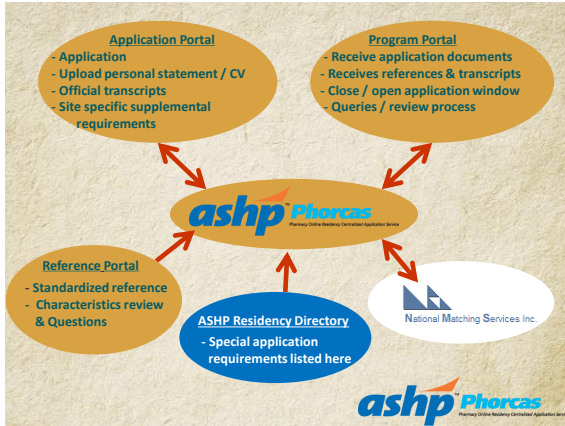- Resident Applicants
- Residency Programs
- Reference Writers

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

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

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

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

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

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

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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

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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

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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

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

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

Enhancement Wish List

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  - ✓ **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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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	?	?
Totals	**$330 / $471**	**$422**

Applicant Process

Potential Applicant

- Create Account / Register for Match
- Official transcripts (Directly from college to PhORCAS)
- Application Information
- Document Upload
- Select 3 References
- Submit Application
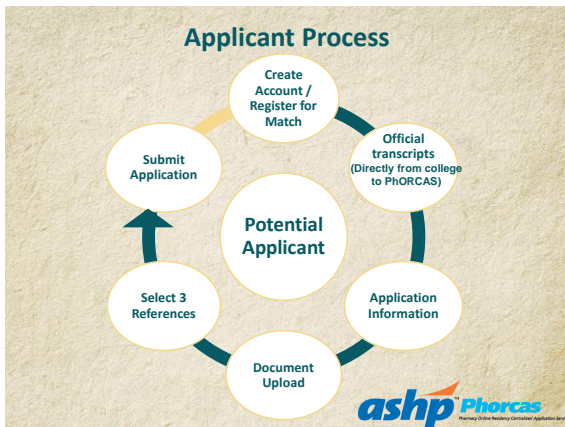
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Information / Access: www.ashp.org/phorcas
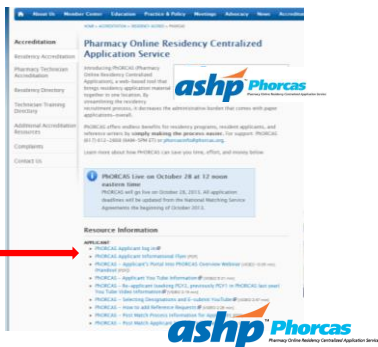
-Log on
-Videos
-Information

Create New Account / Reapplying

Establish Username / Password

Main Menu / Applicant Checklist
everything is required except supplemental data

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
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

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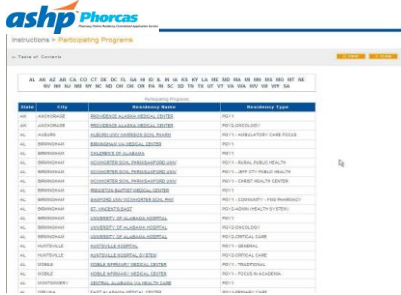
ASHP Online Directory – Program Info Page

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

ASHP Online Directory – Program Info Page

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

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

Personal Information

New Question For This Year!

Extracurricular Section

Must be completed, even if on your CV

Extracurricular Example:

Presentations beyond pharmacy school requirements

View of Extracurricular Items completed

Upload Personal Statement / Letter Intent

Be specific in naming documents before uploading

References

TITLE: include name of program, city, type (PGY1/2)

NOTES to Reference: include deadline & other relevant data
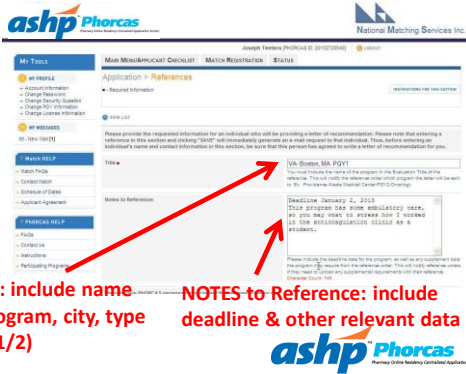
References
You will need their name, email, and phone

Reference's Title(Dr., Mr., Ms., etc): ■	Mr.
Reference's First Name: ■	Test
Reference's Last Name: ■	Reference
Reference's Middle Name or Initial:	
Reference's Email Address: ■	testreference@gmail.com
Confirm Email Address: ■	testreference@gmail.com
Reference's Phone Number: ■	(123)456-7890

Please enter complete phone number including area code or country code.

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

Residency ID	School Name	State	Deadline (11:59PM EST)	Date Designated	Edit	Consider for Postmatch
1295	WILKES-BARRE VET AFFAIRS MED CTR -	PA		12/27/2013	⬤	☐

Curriculum Vita/Resume: Ababneh_Maysoon_CV-clinical.doc
Personal Statement/Letter of Intent: PGY1.docx
References:
- Pat Resto
- Dianne Guise
- David Ombengi
- Adnan Khassawneh

Supplemental:

Residency ID	School Name	State	Deadline	Date Designated	Edit	Consider for Postmatch
1348	BRONX LEBANON HOSPITAL CENTER -	NY		12/27/2013	⬤	☐

Curriculum Vita/Resume: Ababneh_Maysoon_CV-clinical.doc
Personal Statement/Letter of Intent: PGY1.docx
References:
- Pat Resto
- Dianne Guise
- David Ombengi
- Adnan Khassawneh

Supplemental:

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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

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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)

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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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Pharmacy Online Residency Centralized Application Service

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 all will be updated once new
  edits are implemented for the 2015 match

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Pharmacy Online Residency Centralized Application Service

Your outlook
just got sunnier

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www.ashp.org/phorcas
www.youtube.com (search PhORCAS)
Program specific requirements:
www.ashp.org/ResidencyDirectory

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