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

- 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

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)

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
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)

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

Standardized Reference 13 Characteristics:

- 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
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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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

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.
Comparing the Numbers
(considering 8 programs per applicant)

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<th>PhORCAS</th>
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<td>Paper/stationary/stamps</td>
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<td>Transcripts</td>
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<td>$7</td>
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<td>Mailing / Express Mail</td>
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<td>Time</td>
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<tr>
<td>Totals</td>
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</tbody>
</table>

Information / Access: www.ashp.org/phorcas
Create New Account / Reapplying

Establish Username / Password

Main Menu / Applicant Checklist
everything is required except supplemental data
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

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
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

You will need their name, email, and phone

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.

## 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](https://portal.phorcas.org/evaluator15/index.cgi)

Applicant: [https://portal.phorcas.org/applicants15/index.cgi](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

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 ~ 2 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

Your outlook just got sunnier

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