Is Completing a Residency Really Worth Dealing with the Application Process?

Marcie Lepkowsky, PharmD
Director, PGY1 Acute Care Pharmacy Residency Program

UC San Diego Health System

UC San Diego Skaggs School of Pharmacy and Pharmaceutical Sciences
“Education is the most powerful weapon which you can use to change the world”

~Nelson Mandela
“Whatever you are, be a good one.”

~Abraham Lincoln
“The great aim of education is not knowledge but action”

~Herbert Spencer
“To teach is to learn twice.”

~Joseph Joubert
“Leadership and learning are indispensable to each other”

~John F. Kennedy
“The mediocre teacher tells. The good teacher explains. The superior teacher demonstrates. The great teacher inspires.”

~William Arthur Ward
“I am a member of a team, and I rely on the team, I defer to it and sacrifice for it, because the team, not the individual, is the ultimate champion.”

~John Wooden
“With realization of one's own potential and self-confidence in one's ability, one can build a better world.

~Dalai Lama
“Life is an exciting business, and most exciting when it is lived for others”

~Helen Keller
“All mankind is divided into three classes: those that are immovable, those that are movable, and those that move.”

~Benjamin Franklin
“All mankind is divided into three classes: those that are immovable, those that are movable, and those that move.”

~Benjamin Franklin

Which class do YOU fall into?
So, Is Completing a Residency Really Worth Dealing with the Application Process?

YES!
• Chaos or Control?
• Confusion or Improved Communication?
• Created by Liaison International
• Opens ~Tuesday, November 1st 2016
• YOUR OPPORTUNITY TO SHINE
• Link to sign up for the Match (NMS)
• Link to ASHP Residency Directory
• Fees*
  ▪ $100/1-4 (can qs to 4 at any time)
  ▪ $40 each thereafter (ex: 10/$340; including Phase II)
  ▪ Must pay for each program at an institution (if each has a unique NMS code)
  ▪ Credit cards only

* Separate fee to register for the Match: $150
Three Portals

- Applicant
- Program (WebAdmit)
- References
PhORCAS (Pharmacy Online Residency Centralized Application Service), a web-based tool that brings residency application material together in one location. By streamlining the residency recruitment process, it decreases the administrative burden that comes with paper applications.

PhORCAS offers endless benefits for residency programs, resident applicants, and reference writers by simply making the process easier. For support, contact PhORCAS at (617) 612-2868 from 9am-5pm EST or email them at phorcasoninfo@phorcason.org.

WebAdMIT, the selection portal for PhORCAS is an amazing tool integrated into the system to make the process of sorting out resident information by residency program directors and preceptors much more efficient and labor intensive than in the past! If you need assistance with WebAdMIT, please contact WebAdMIT at (717) 696-7777 or email them at Webadmitsupport@liaison-intl.com.

Learn more about how PhORCAS can save you time, effort, and money in the Resource Information below.

Resource Information
Applicant Resources
  › PhORCAS Applicant Login
Login

Welcome!

This website 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 website in order to obtain a position at a PGY1 or PGY2 pharmacy residency program that is accredited by or is 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 website 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 will still need to register for the Match on this website in order to obtain a position at the program through the Match.

*Note:

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 and do not participate in PhORCAS. Applicants seeking positions only at those programs do not need to register for the Match; those applicants should not use this website and should send applications directly to those programs.

Current PGY1 residents who are interested in continuing their training in a PGY2 residency offered by the same sponsor as the applicants 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 this manner do not need to register for or participate in the Match.
<table>
<thead>
<tr>
<th>MY TOOLS</th>
<th>MAIN MENU/APPLICANT CHECKLIST</th>
<th>MATCH FINDING</th>
</tr>
</thead>
<tbody>
<tr>
<td>MY PROFILE</td>
<td></td>
<td></td>
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<tr>
<td>Account Information</td>
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<td>Change Security Question</td>
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<tr>
<td>Change PGY Information</td>
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<td>Match HELP</td>
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<td>Match FAQs</td>
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<tr>
<td>Contact Match</td>
<td></td>
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<tr>
<td>Schedule of Dates</td>
<td></td>
<td></td>
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<tr>
<td>Applicant Agreement</td>
<td></td>
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<td>PhORCAS HELP</td>
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<tr>
<td>FAQs</td>
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<tr>
<td>Contact Us</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participating Programs</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Applicant Information**
- Contact Information
- Personal Information

**Educational Information**
- Non Pharmacy College(s) Attended
- Pharmacy College(s) Attended
- Extracurricular
- Personal Statement/Letter of Intent
- Curriculum Vita/Resume
- References
- Application Certification
- Supplemental
- Residency Program Designations

*Optional*
Transcripts

- Request one official copy to be mailed to PhORCAS Transcripts department
- PhORCAS certifies authenticity
- Uploaded into application portal
- One time fee
- Only pharmacy school transcripts required
- See individual program for additional requirements
- Non-accredited programs: don’t participate in PhORCAS; need separate transcripts
Electronic Signature Creates Legal Document

## Application Certification

I certify that all of the information submitted by me in this application is true to the best of my knowledge and belief.

- I authorize the residency site to consult with persons and institutions with which I have been associated who may have information bearing on my professional competence, character, and ethical qualifications now or in the future.
- I release from liability all residency staff for acts performed in good faith and without malice in connection with evaluating my application and my credentials and qualifications. I also release from liability all individuals and organizations who provide information to the residency site in good faith and without malice concerning my professional competence, ethics, character, and other qualifications now or in the future.
- I further understand that it is my responsibility to inform the residency sites to which I have applied if a change in my status with my academic program, (e.g., being placed on probation, being dismissed, etc.) occurs subsequent to the submission of my application. In addition, I understand it is my responsibility to inform the residency site to which I match if a change in status occurs after the match has occurred.

- I expressly agree to comply fully with the PHORCAS policies.

- I understand and agree that, as an applicant for the pharmacy residency program, I have the burden of producing adequate information for proper evaluation of my professional competence, character, ethics, and other qualifications and for resolving any doubts about such qualifications.

- I hereby agree that personally identifiable information about me, including but not limited to my academic and professional qualifications, performance, and character, in whatever form maintained, may be provided to any residency training site to which I have applied and/or will match.

### Electronic Signature

<table>
<thead>
<tr>
<th>Signatures</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Signature]</td>
<td>[MM/DD/YYYY]</td>
</tr>
</tbody>
</table>

[Image: UC San Diego Health System]
Application sections and checklist

### Applicant Information
- **Contact Information**
- **Personal Information**

### Educational Information
- **Non Pharmacy College(s) Attended**
- **Pharmacy College(s) Attended**
- **Extracurricular**
- **Personal Statement/Letter of Intent**
- **Curriculum Vita/Resume**
- **References**
- **Application Certification**
- **Supplemental**
- **Residency Program Designations**
Extracurricular activities

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

Select an option from the drop-down list and click on "Add New Entry" to create a list of your activities, accomplishments & recognitions. If you are unsure of the procedures on completing this section of the PhORCAS Application please reread 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.

I am leaving this section blank intentionally

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
Hey, isn’t this already in my CV?
<table>
<thead>
<tr>
<th>My Sort Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference Recommandation:</td>
</tr>
<tr>
<td>Selection Decision:</td>
</tr>
<tr>
<td>Tag 1</td>
</tr>
</tbody>
</table>
“CVs are just not that important to me anymore. The PhORCAS system has all the typically recommended cv information covered by a series of fill-in questions that are placed into a searchable database…The filtering renders the cv superfluous to me.”*

*ref: current unnamed PGY1 Residency Program Director
Extracurricular Activities

• Your role: did you lead or just show up?
• What did you learn from this experience?
• Consider key words found in program description

• Opportunity to expand on CV and Letter of Intent
Application > Volunteer

- Required Information

Please include experience in a helping role.

Name of Organization:

Description of Experience:

Total Volunteer Hours at time of application:

Start Date From:

End Date To:
Personal Statement

Provide a concise statement indicating your career goals, major areas of interest, and reasons why you are a good candidate for this program.

Please check the program's website for other institution specific details.

Please use this page to upload your cover letters / personal statements. Things to note:

- The accepted file formats are MSWord (.doc and .docx), Rich Text Format (.rtf), Portable Document Format (.pdf), and ASCI Text file (.txt).
- Do not password protect your files.
- The size limit for the file upload is 5MB.

If you are still having problems uploading your cover letters / personal statements, please make sure you are using one of the following browsers:

- Safari 5.1 and above
- Internet Explorer 9.0 and above
- Current and prior major versions of Mozilla Firefox or Google Chrome

OK to upload more than one personal statement; distinctive name for each
Personal statement/letter of intent

✓ Can be customized
✓ Check program website for additional instructions
  • Word limit
  • Prompts
✓ Save each document with unique name for easy identification when uploading
Personal statement/letter of intent - Content

• Introductory paragraph
  ▪ Catchy opening
  ▪ What position are you applying for?
  ▪ Why are you interested?

• Body
  ▪ What makes you the ideal candidate?
  ▪ Describe achievements/accomplishments that support above

• Final paragraph
  ▪ Reinforce interest
  ▪ Thank reader for consideration
Personal statement/letter of intent - tips

• Tell a story (be memorable)
• Be concise
• Communicate what you are looking for in a program
  ▪ ie: academic, community, diverse or unique specialties
• Demonstrate knowledge of program – be specific
• Avoid silly errors
  ▪ e.g.: spelling, wrong program director name or title
• Ask an advisor or mentor to review
• Try to concisely express your short-term and long-term goals
Curriculum Vitae

Please add the length and location of each Advanced Pharmacy Practice Experience (APPE) in your curriculum vitae for PGY1 applicants.

Please use this page to upload your Curriculum Vitae/Resume. Things to note:

- The accepted file formats are MSWord (.doc and .docx), Rich Text Format (.rtf), Portable Document Format (.pdf), and ASCII Text file (.txt).
- Do not password protect your files.
- The size limit for the file upload is 5MB.

If you are still having problems uploading your Curriculum Vitae/Resume, please make sure you are using one of the following browsers:

- Safari 5.1 and above
- Internet Explorer 9.0 and above
- Current and prior major versions of Mozilla Firefox or Google Chrome

Upload New File

Choose File  No file chosen

Submit

To return to the applicant check list please click the tab located at the top of the page labeled applicant check list.
Please add the length and location of each Advanced Pharmacy Practice Experience (APPE) in your curriculum vitae for PGY 1 applicants.

Please use this page to upload your Curriculum Vitae/Resume. Things to note:

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<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>View</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Statement for UC San Diego Health System.doc</td>
<td>11-07-2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marcie Lepkowsky CV.doc</td>
<td>11-07-2014</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Upload New File

Choose File  No file chosen

Submit

To return to the applicant check list please click the tab located at the top of the page labeled applicant check list.
Curriculum Vitae

• Work experience
  ▪ Pharmacy or non-pharmacy
  ▪ Hospital vs. community

• Advance Pharmacy Practice Experiences
  ▪ Acute and ambulatory care experiences
  ▪ Patient care based
  ▪ Academic medical center

• Academic track record
  ▪ Research
  ▪ Abstracts, Publications
  ▪ honors

• Teaching experience
• Leadership experience
  ▪ Organizations, awards
  ▪ Be able to describe your role
  ▪ Active member?
  ▪ Offices held
  ▪ Other skills/talents

• Extracurricular activity
  ▪ Volunteer activities, sports, musical talents

• Certifications/Licensure

UC San Diego Health System
CV Bests

- Aesthetically pleasing
- Ordered in order of importance
- Include NMS Match #
- Reviewed by at least 2 people
  - (in addition to your mom!)
- Can customize for different programs
CV No’s

✓ No spelling/grammatical errors
✓ No fluff but be complete
✓ No lying
✓ “Know” your CV
References

Application -> References

- Required Information

If you would like to request multiple letters from the same reference please select the "Add Another request for this Reference" link next to the already listed reference. If you would like to have a new reference listed please select the "ADD NEW ENTRY" link.

IMPORTANT: It is essential that you carefully review the instructions for this section before proceeding. Be sure that you review each program's application requirements to determine how many letters of recommendation are required for each site.

Please note that entering a reference in this section immediately generates an email request to that individual. Thus, before entering an individual's name and contact information in this section, be sure that this person has agreed to write a letter of recommendation for you.

ADD NEW ENTRY

To return to the applicant check list please click the tab located at the top of the page labeled applicant check list.
**Reference Identification and Waiver**

<table>
<thead>
<tr>
<th>Statement</th>
<th>Checkbox</th>
</tr>
</thead>
<tbody>
<tr>
<td>I hereby give PhORCAS permission to contact the reference below via email notification. If my reference does not submit online reference form to PhORCAS in response to the email request, it is my sole responsibility to contact the reference directly to ensure all references required by my designated Residency Programs are received by the deadline:</td>
<td>☐️</td>
</tr>
<tr>
<td>I hereby give permission to the residency program to which I am applying to contact the Reference either to verify the information I provided and/or for further clarification of the information I provided, if necessary.</td>
<td>☐️</td>
</tr>
<tr>
<td>I waive my right of access to this reference:</td>
<td>☐️</td>
</tr>
</tbody>
</table>

**Reference's Title (Dr., Mr., Ms., etc.):**

**Reference's First Name:**

**Reference's Last Name:**

**Reference's Middle Name or Initial:**

**Reference's Email Address:**

**Confirm Email Address:**

**Reference's Phone Number:**

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

** SAVE **
** PRINT **
** CANCEL **
Add Reference

Application > References

- Required Information

VIEW LIST

Please provide the requested information for an individual who will be providing a letter of recommendation. Please note that entering a reference in this section and clicking "SAVE" will immediately generate an e-mail request to that individual. Thus, before entering an individual's name and contact information in this section, be sure that this person has agreed to write a letter of recommendation for you.

Title

If you would like to customize a reference please indicate in this section the name of the program EX. Providence Alaska Medical Center-PGY2-Oncology; if this is a general reference please enter in a general title for your identification.

Notes to Reference:

UC San Diego Deadline: 1/4/17

Please include the deadline date for the program, as well as any supplemental data the program may require from the reference writer. This will notify reference writers if they need to upload any supplemental requirements with their reference.

Character Count: 127
Add Additional References/
Add Additional Request for same Reference

If you would like to request multiple letters from the same reference please select the "Add Another request for this Reference" link next to the already listed reference. If you would like to have a new reference listed please select the "ADD NEW ENTRY" link.

IMPORTANT: It is essential that you carefully review the instructions for this section before proceeding. Be sure that you review each program's application requirements to determine how many letters of recommendation are required for each site.

Please note that entering a reference in this section immediately generates an email request to that individual. Thus, before entering an individual's name and contact information in this section, be sure that this person has agreed to write a letter of recommendation for you.

To return to the applicant check list please click the tab located at the top of the page labeled applicant check list.
Multiple references/multiple sites

Application > References

- Required Information

If you would like to request multiple letters from the same reference please select the "Add Another request for this Reference" link next to the already listed reference. If you would like to have a new reference listed please select the "ADD NEW ENTRY" link.

IMPORTANT: It is essential that you carefully review the instructions for this section before proceeding. Be sure that you review each program’s application requirements to determine how many letters of recommendation are required for each site.

Please note that entering a reference in this section immediately generates an email request to that individual. Thus, before entering an individual’s name and contact information in this section, be sure that this person has agreed to write a letter of recommendation for you.

Add New Entry

Dr. Marcia Lepkowsky (marciesue1022@gmail.com)

<table>
<thead>
<tr>
<th>Title</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>UC San Diego Health System</td>
<td>Please complete all required fields Deadline: 1/4/17</td>
<td>New</td>
<td></td>
</tr>
<tr>
<td>VA Medical Center, San Diego</td>
<td>Deadline 12/31/16</td>
<td>New</td>
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</tr>
</tbody>
</table>

To return to the applicant check list please click the tab located at the top of the page labeled applicant check list.
Reference Writers

- Receive their own sign on code to reference portal
- Complete a standardized form
- Have room to elaborate with comments
- Separate letters of Reference
  - Discouraged by PhORCAS
  - When requested, usually a general letter
  - May agree to write customized letters/comments
What Reference Writers Write

- Relationship (faculty, preceptor, employer, professional organization…)
- How long they have known you
- Hours/week they worked with you during this time
- Scale rating
  - Exceed what is expected to enter a residency
  - Appropriate for what is expected
  - Fail to meet expectations
- Scale subjects
  - Oral and written communication skills
  - Clinical problem solving skills
  - Leadership/mentoring skills
  - Assertiveness
  - Organization and time management skills
  - Ability to work with peers
  - Effective patient interaction skills
- Strengths and areas that need improvement
References – how you can help

• Summarize key attributes you would like the letter writer to emphasize in his/her LOR
  ▪ Awards, leadership positions, research etc
  ▪ Address scale subjects/provide examples

• Summarize the programs you are applying to
  ▪ What attracts you to these programs
  ▪ Why you are a good fit

• Example of your strong work
Reference reminders

 ✓ A good letter may or may not help you, but a bad letter will hurt you
 ✓ Know who you are asking
 ✓ Writer should know you well
 ✓ Letters should be diverse, demonstrate relationships built in the academic, work and clinical settings
 ✓ Ask your letter writers early
 ✓ Provide deadlines for each program
 ✓ Pharmacy is a small world
Reference reminders

- How many references: 3 or 4?
- Different references for different programs?
- No uploading/copy and paste of full letter
- Look for supplemental requirements from each program
- Let your references know about the Match Phase II and possible scramble
- Thank your references
- Let your references know where you match
Please use this page to upload your Supplemental Documentation. Things to note:

- The accepted file formats are MSWord (.doc and .docx), Rich Text Format (.rtf), Portable Document Format (.pdf), and ASCII Text file (.txt).
- Do not password protect your files.
- The size limit for the file upload is 5MB

If you are still having problems uploading your Supplemental Documentation, please make sure you are using one of the following browsers.

- Safari 5.1 and above
- Internet Explorer 9.0 and above
- Current and prior major versions of Mozilla Firefox or Google Chrome

Upload New File

Choose File No file chosen

Submit

To return to the applicant checklist please click the tab located at the top of the page labeled applicant checklist.
Possible Supplemental Requirements

- Application forms
- Additional demographic Information
- Photos
- Interview availability
- Full letter of recommendation
- Other transcripts
- Place all supplemental material for each program on a single PDF and upload
- Max 5MB
Residency Program Designations

There is no information to display. Click on Update Designation button above to add designations.

To return to the applicant check list please click the tab located at the top of the page labeled applicant check list.
# Residency Program Designations

## Pending Programs

<table>
<thead>
<tr>
<th>Residency ID</th>
<th>School Name</th>
<th>State</th>
<th>Deadline (11:59PM EST)</th>
<th>Edit/ Delete</th>
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<tbody>
<tr>
<td>1764</td>
<td>UNIV CALIFORNIA/SAN DIEGO HS - ACUTE CARE</td>
<td>CA</td>
<td>01/04/2015</td>
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<tr>
<td></td>
<td>[Click here to attach required documents]</td>
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<tr>
<td>1765</td>
<td>UNIV OF CALIFORNIA-SAN FRANCISCO</td>
<td>CA</td>
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<td></td>
<td>[Click here to attach required documents]</td>
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<td></td>
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<tr>
<td>1769</td>
<td>THE JOHNS HOPKINS HOSPITAL - TRADITIONAL</td>
<td>MD</td>
<td>01/01/2015</td>
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<td>[Click here to attach required documents]</td>
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</tr>
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<td>1809</td>
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<td>KY</td>
<td>01/02/2015</td>
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<td></td>
<td>[Click here to attach required documents]</td>
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<tr>
<td>1918</td>
<td>VA SAN DIEGO HEALTHCARE SYSTEM - GENERAL</td>
<td>CA</td>
<td>01/01/2015</td>
<td></td>
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<tr>
<td></td>
<td>[Click here to attach required documents]</td>
<td></td>
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</tr>
</tbody>
</table>

To return to the applicant check list please click the tab located at the top of the page labeled applicant check list.
E- SUBMIT

✓ Do not wait until the last moment
✓ You may encounter difficulties when submitting
✓ Applying early allows programs to completely review your application
How Many Programs is Enough?

• Too many: \( \infty \)
• Apply to all programs that are a good fit
• Impossible to predetermine # interview invitations
  $ Time away from rotations
  $ Cost to apply
  $ Cost to travel to interview
• Too few: 0
Next Steps

• Continue networking
• Formulate list of programs
• Start asking for letter writers
• Finalize CV
• Begin letter of intent(s)
• Register for PhORCAS and NMS
## Summary - Cost

<table>
<thead>
<tr>
<th>Program</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Matching Service</td>
<td>$150</td>
</tr>
<tr>
<td>PhORCAS – up to 4 applications</td>
<td>$100</td>
</tr>
<tr>
<td>PhORCAS – each additional application</td>
<td>$40</td>
</tr>
</tbody>
</table>
Summary – Take Home Points

- Be organized; be thorough
- No spelling/grammatical errors
- Simple fonts (New Times Roman/Arial); Avoid symbols
- Communicate well with references; thank references
- Know your deadlines; meet your deadlines
- Apply to “good fit” programs
PhORCAS
?
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What’s in YOUR Phorecast?
CSHP Seminar Related events

- Friday, 10/28
  - 8:00 – 9:30: Preparing an effective curriculum vitae & CV review
  - 2:00 – 5:00: Residency showcase
- Saturday, 10/29
  - 7:30 – 11:00: Residency Showcase
  - 9:00 – 10:00: Mindful Interviewing: how to make a meaningful connection
ASHP Midyear Related events

• Sunday, 12/6
  • 7:30 – 5:00: Personnel Placement Service (PPS)
  • 11:30 – 12:30: “Mysteries of the Match”
  • 12:00 – 1:00: PhORCAS: How programs can optimize the WebAdmit portal within PhORCAS
  • 1:30 – 3:00: PhORCAS: the centralized application system for pharmacy residencies
  • 3:00 – 5:00: Residency program directors and preceptors Town Hall: updates from the commission on credentialing

• Monday, 12/7
  • 7:30 – 5:00: PPS
  • 1:00 – 4:00: Residency Showcase
  • 1:30 – 3:00: Fundamental Strategies to Secure a Residency: Getting a Head Start as a P1-P3

• Tuesday, 12/8
  • 7:30 – 5:00: PPS
  • 8:00 – 11:00: Residency Showcase
  • 1:00 – 3:00: Effective CV and resume writing
  • 1:00 – 4:00: Residency Showcase
  • 4:30 – 5:30: Clinical pearls for students

• Navigating the Residency Application Process