

Dear Doctor,

Thank you for having applied to a Pain Medicine Subspecialty Residency.

At the present time, five Pain Medicine Residency programs have been accredited by the Royal College and this number will continue to grow. Similarly, the number of applicants has grown who are physicians from a spectrum of entry disciplines. The current number of positions funded by the provincial Ministries of Health is UBC:1, UWO : 1, U of T:2, U of Ottawa:1, U of Montreal :2.

The Program Directors of the Pain Medicine Residency programs have agreed that a fair and transparent application and matching process is now required for selection and entry to the programs for July 2016.

The procedure for matching residents to the Pain Medicine Residencies will be conducted in a fashion similar to the one used by the Canadian Residency Matching Service (CaRMS). After interviews are conducted, both applicants and schools will submit a rank order list (ROL) of preferred schools and candidates, respectively. These lists will then be submitted to a third, neutral party to perform the matching process. Acceptances will then be distributed to successful candidates and programs.

The following timeline has been established to conduct this process:

1. Applications will be received by the residency programs until the following dates:
  - Western University September 7, 2015
  - University of Ottawa October 23 (@1600), 2015
  - University of British Columbia October 26, 2015
  - University of Toronto October 31, 2015
  - Universite de Montreal Nov 1, 2015
2. Interviews will be conducted by the residency programs on the following dates:
  - Western University October 26, 2015
  - University of Ottawa November 5, 2015
  - University of British Columbia November 6, 2015
  - University of Toronto November 9, 2015
  - Universite de Montreal November 9, 2015
3. Candidates are to submit their ROL to Mary-Kay Whittaker [marykay.whittaker@utoronto.ca](mailto:marykay.whittaker@utoronto.ca) after their last interview, with a deadline of 5 pm EST November 10, 2015. This is also the deadline for programs to submit their ROL. Ms. Whittaker is an independent consultant who previously ran the Ontario IMG match. She is currently on contract with the University of Toronto.
4. For candidates who are applying to U de Montreal, the matching process and dates are different. This information can be found on their website:  
<http://medecine.umontreal.ca/etudes/etudes-medicales-postdoctorales/programmes/medecine-douleur/>

5. Match results will be submitted to candidates and Program Directors on November 16, 2015.
6. Candidates are to confirm their acceptances with their matched school Program Director by email as soon as reasonably possible. The deadline to confirm acceptance is 5 pm November 20, 2015.

Specific details of the Pain Medicine Residency 2016 Match are described in sections 1-7 below.

#### 1. Rank order lists

To participate in the 2016 Pain Medicine Residency match, an applicant shall submit a Rank Order List (ROL) electronically through email to: [marykay.whittaker@utoronto.ca](mailto:marykay.whittaker@utoronto.ca)

If there is no submitted ROL by the deadline date November 10<sup>th</sup> 2015 at 1700hrs, the applicant is automatically removed from the match and will not receive match results.

An applicant agrees that their ROL, giving their preferred list of residency programs, is to be the sole determinant of the order of their preference for matching to the residency programs to which they have applied.

#### 2. Match Algorithm

The match uses the same algorithm as CaRMS. The CaRMS algorithm compares ROLs submitted by applicants and programs and matches applicants to programs based on both parties' stated preferences. The algorithm is applicant-proposing, meaning it starts with an attempt to place an applicant into his or her most preferred program. In this way, the algorithm provides applicants with their best possible outcome based on the ROL submitted. At the end of the matching process, each applicant has either been matched to the most preferred choice possible from their ROL or all choices submitted by the applicant have been exhausted and they have not been matched. The final preferences of applicants and programs, as indicated in their ROLs, determine the match outcome.

#### 3. Qualifications for licensure

A matched applicant must meet all of the criteria to obtain the appropriate licensure from the medical regulatory authority in the province to which they have been matched by July 1 of the year in which the residency commences. Failure to meet the criteria for appropriate licensure by the commencement of the residency program will result in the automatic release from the residency program.

#### 4. Match commitment

The listing of a Pain Medicine residency program by an applicant on the applicant's submitted ROL establishes a commitment to accept an appointment if a match results, it is the applicant's responsibility to avoid the possibility of matching in more than one match at the same time.

Each such appointment is subject to the official policies of the appointing institution in effect on the date the residency program submits its ROL and is contingent upon the matching applicant meeting all eligibility requirements imposed by those policies.

The participating residency program and institution, in their discretion, may release an applicant from their commitment if they deem it would otherwise cause an applicant serious hardship.

A matched applicant shall be available to begin training in the residency program to which they are matched between June 25 and July 1 of the year in which the residency commences.

#### 5. Restriction on persuasion

An applicant and a residency program may express a high degree of interest in each other but may not make statements implying a commitment, such as:

- a. An applicant making any verbal or written contract for appointment to a residency position prior to completion of the matching program; and
- b. An applicant requesting the ranking preference of a residency program.

#### 6. Confidentiality

The information submitted in both program and applicant ROLs is confidential. The neutral individual conducting the match will not release or disclose such information in any manner that permits individual identification of either a residency program or an applicant.

#### 7. Match results

The neutral individual shall make available applicant match results and contact information on November 16<sup>th</sup> 2015.

Individual applicant match results shall be sent to:

- a. The residency program to which the applicant has been matched;
- b. The applicant

Please indicate your understanding of the process and willingness to participate in this matching process by signing and returning this letter to the Pain Medicine Residencies that you have applied to.

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Sincerely,

Pain Medicine Residency Program Directors of Canada

# Rank Order List

## Pain Medicine Residency Selection for July 2016

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Please rank the order of preferred schools in which you would like to complete your Pain Medicine Residency training. **The first ranked school (number 1) is your most preferred place to train**, followed by your next preferred schools in order of declining preference.

Please only rank schools where you have interviewed and where you are willing to train.

Your rank list acknowledges your understanding and commitment that you may be matched to any school that you list below. Similar to the CaRMS match, some candidates may not get their first choice, and some candidates may go unmatched.

|    |  |
|----|--|
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

Please send this Rank Order List to [marykay.whittaker@utoronto.ca](mailto:marykay.whittaker@utoronto.ca) by 5 pm November 10, 2015.