

## **Matching Rules**

The Matching Process was developed to allow applicants to Residency and Fellowship training to visit and evaluate various training programs in a systematic fashion without the pressure of being asked for a commitment before the evaluation process is completed. At the conclusion of their evaluation process, applicants can rank programs in a confidential fashion with the opportunity to match to the best available program.

These rules were prepared to ensure the integrity of the Matching process. Violations may well result in loss of opportunity for both applicants and programs to achieve the best possible match. If one becomes aware of violations of these rules, they should be reported to the current ANS Neurotology Fellowship Committee Chairperson. All reports regarding violations will be kept confidential. Violations of these rules by Program Directors or faculty may result in penalty actions regarding participation in the Matching process.

### **Rules for Program Directors:**

#### **Appointments**

The participating programs agree not to make any appointments prior to the match. Positions that remain vacant after the match may be filled by direct negotiation between Program Directors and applicants. These positions may be listed on the Vacancy Information System.

#### **Confidential Ranking Lists**

All ranking lists are confidential. The matching program will not reveal how any applicant ranked any program, nor how any program ranked any applicant.

#### **Statements of Intent**

If made, such statements must be unilateral, voluntary, and unconditional. Neither party may ask the other for a commitment. A statement like: "I will rank you first if you rank me first" is against the matching rules. A statement like: "You are among the best programs/applicants I have seen so far; I appreciate meeting you regardless of how you will rank me" is permitted.

#### **Binding Commitment**

Both the program and the applicant formally commit to accepting a position with any one of the rank choices listed. Both parties are bound by the results of the match. However, an applicant's actual entry into the training program (and continuation in it) is contingent upon satisfactory completion of the prerequisite training, any special requirements the program may have stated explicitly for all applicants and satisfactory performance during training.

#### **Violations**

Observed violations of the matching rules must be reported to the current Chair of the ANS Neurotology Fellowship Committee, who will engage the ANS and AOS Executive Council members for review and action taken toward the sponsoring organization.

### **Rules for Applicants:**

Match participants make the following binding agreement:

- I am solely responsible for the choices on my rank list and for the match outcome resulting for those choices.
- I understand that no participating training program has the right to require that I state how I shall rank that program on my confidential rank list, nor do I have a right to demand that any program inform me how it plans to rank me.

- I understand that I cannot avoid accepting an appointment to which I have been matched without a written release from the applicable program. I also understand that another program cannot offer a position to me unless I have this release. I understand that releases are not automatic and my actions may be challenged.
- By submitting a rank list, both the applicants' choices and the Program Directors choices make the match result a binding commitment. However; Any offer made is contingent upon satisfactory completion of the prerequisite training as generally required and special requirements if specified by a particular training program;
- If I obtain a position in this match, I will withdraw from all other matches in post-graduate medicine that compete and conflict with this match. I agree that Match results may be sent other formal matching programs as notice of action under their respective rules.
- I declare that I have no obligations (e.g. military) which might prevent me from accepting a position if offered;
- I authorize SF Match the use any information I have provided in any study approved by SF Match, provided that no information clearly and uniquely identifies me is disclosed in reports resulting from such a study.

## **Neurotology Residency Match**

The Match for subspecialty training related to Neurotology was established by the American Neurotology and American Otological Societies in 1997. Formal subspecialty training in Neurotology is now recognized by the American Board of Otolaryngology and subject to accreditation by the Accreditation Council for Graduate Medical Education as Neurotology Residency training.

The goal of the SF Match is to coordinate appointments, thus relieving the pressure of uncoordinated appointments and forced early choices. The participating programs will not make any appointments until the match has been completed. This match now operates under the designation of Neurotology Residency.

### **Sponsorship**

The **Joint Residency Committee of the American Otological Society** and the **American Neurotology Society** sponsor the matching process and are responsible for enforcement of applicable rules. The Joint Committee restricts program listings to ACGME-approved programs.

The Matching office neither sponsors nor approves any of the participating programs. The function of the Matching Program is strictly limited to processing of the match. Listing or not listing of any program in the directory does not imply any form of approval, disapproval or endorsement. The decision to be listed or not rests solely with each individual Program Director.

### **About the Match**

The Match takes place in October and will be used to process all applicants who want to start their Residency training in July of the following year. There is \$50 non-refundable registration fee that covers registration and matching. To participate in the match, simply complete our on-line registration form and submit your payment. Once registered, applicants will receive email confirmation and additional information on Matching procedures.

There is no Centralized Application Service available for Neurotology Residency. Applicants should contact each program individually for application materials and procedures. Please read all information on this web site. If, after reading this material, you have questions that remain unanswered feel free to contact our office

We wish you a successful career in Neurotology Residency .