



**PGY2 to PGY5  
PROCESS GUIDELINES FOR THE RESIDENTS' MATCH  
(Updated November 2019)**

**A. Objectives of the Residents' Match**

The primary objective of the Match is to provide a fair and equitable system for the allocation of resident rotations. Within this objective, the Match is structured to give senior selective rotations to those senior residents who have completed their Royal College Mandatory Core Rotations, and to provide Royal College Mandatory Core Rotations to those residents who still require them. This system guarantees residents that all Royal College mandatory rotations can be completed by the end of their PGY-4 year, allowing a minimum of 12 months for senior selective training. The decision of the Match Subcommittee, which includes representation from PRAT and representatives of divisions and hospitals, is final and not subject to negotiations.

**B. Senior Selective Rotations**

**1. Method of Sponsorship by Divisions**

Senior residents seeking either selective clinical or research rotations should contact the relevant faculty member indicated in the MATCH section of the postgraduate psychiatry website and make arrangements accordingly, ensuring communication and confirmation with potential supervisors and site-coordinators. Residents, Division Heads, Site Coordinators and potential supervisors are encouraged to allow sufficient time for interested residents to develop selectives and to avoid confirming selectives until residents have had time to contact potential faculty for possible selectives as described in the match timeline document. A Division Head seeking to encourage a resident for a selective should liaise with potential hospitals to secure rotations for residents seeking selective training.

**2. Single or Joint Division Sponsorship**

In principle, residents should seek sponsorship from one main Division for any one 6 month rotation. This facilitates a more comprehensive focussed experience with a clearer sense of identity within a particular division and its mentors. In certain special circumstances, however, co-sponsorship will be permitted with **mutual agreement** between the two divisions and the resident. This will require the resident to meet with both supervisors and have their rotation signed off by both supervisors. A maximum of 2 sponsorships is allowed. In the event of dual sponsorship, the resident in collaboration with the supervisors identifies the base site and will have a primary office at the base site and may have a shared office at the alternate site. It is expected that residents spend at least 3 clinical days a week at their primary site.

**3. Division Based Research Rotations**

Except for extenuating circumstances, eligible residents are those who will be PGY-5 in 2020-2021 and who have completed their mandatory core rotations. In addition, residents who are accepted into the Clinician Scientist Program or wish to pursue a postgraduate degree are included in this group of eligible residents. These positions are exclusively for residents who will be pursuing a graduate degree in the School of Graduate Studies either as part of the Clinician Scientist Program or independent of the Clinician Scientist Program. During these rotations, there are no clinical responsibilities other than the usual on-call duties. A detailed form for applying for rotations is included in the Match material. Applications for Research Rotations must be received in the Postgraduate Office according to the Match Timeline.

#### 4. Notification of Sponsorship/Selectives Planned

Residents should obtain the signatures (or agreements by email appended) of Division Heads or Reps, their hospital Postgraduate Coordinator, and their Senior Selective Supervisors prior to submitting their preference form to the central Postgraduate Office. Division heads and supervisors may provide mentorship advice, but ONLY Site Coordinators can confirm availability.

#### 5. Senior Residents without Selectives submitted by the Match Timeline Deadline

Any residents without Selectives Plans established will be asked to meet with the Program Director for assistance and mentorship. Under those circumstances, the options may be more limited.

#### 6. Decision Making on Pure Research Rotations

The decision on the allocation of Division based Research Rotations will be made by a committee chaired by the Vice Chair Psychiatric Research (TBA). Guidelines and forms for applying for these rotations may be found on the Resident's Internal Match webpage of the Psychiatry website: <https://www.psychiatry.utoronto.ca/internal-match>

#### 7. Senior Selective Forms

Senior Selective Forms must be received by **Wednesday January 15, 2020**. If a resident has failed to complete their Senior Selective Form by Match Day on Monday March 30, 2020, they will be assigned to a remaining site at the end of the entire match and, unfortunately, will have no assurance of being placed in the sites that they desire.

### C. Elective Time Away

The guidelines for Elective Time Away for specialized clinical training (ETA) are available on the website: <https://www.psychiatry.utoronto.ca/internal-match>. Applications for ETA need to be completed in accordance with the guidelines and submitted by **Monday, December 9, 2019**. The maximum allowable time away for any resident is 6 months. The decision for Elective Time Away pure research rotations will be determined by the Program Director in consultation with the Vice Chair Psychiatric Research. Applications for clinical ETA will be reviewed by the Program Director alone.

### D. MANDATORY CORE ROTATIONS AND MATCH PREFERENCE FORMS

#### 1. Principles and Policies

The Residency Program will make available Mandatory Core Rotations to all residents, who still require them. There will be no deferral of mandatory core rotations beyond the PGY-4 year without prior arrangement with the Postgraduate Director.

**It is in the interest of all residents to rank all available sites for their mandatory rotations as the Match Subcommittee may match residents in sites they have not ranked if the sites ranked are not available.** Residents are encouraged to document any special requests, due to extenuating circumstances, in the comments section of their ranking Match form.

**All PGY-5, PGY-4 and PGY-3 Residents**, who require Mandatory Core Rotations, will be given such rotations.

While to the order below is subject to change on the basis of special circumstances or a decision by PRPC or the match committee, in general:

**The order of assigning residents to rotations will be:** Chief Residents → PGY6 Subspecialty Residents → PGY5 (Senior Selectives) → Golden Tickets/LOA Returns/Medical Accommodations → PGY4 Rotations (CL/Chronic Care) → PGY3 Rotations (PsychER/SPMI-CC) → PGY2 Rotation (Inpatient/Child/Addictions)

On the Match Preference Form for PGY3 and 4s residents will be asked whether they would allow the order of their rotations (ie your preference for chronic care first and consultation liaison Psychiatry second) to be switched in order to give them higher ranked choices.

As the Department transitions to competency-based medical education, we reserve the right to slightly modify this document to meet the needs of the program. The Department will attempt to match residents as closely as possible with their preferences.

## 2. Procedure

There will not be any interviews or signatures required for the purpose of obtaining Mandatory Core Rotations. The incoming PGY-1 class will be asked to submit preferences of hospital and will be matched to the highest preference available by the PGY-1 Coordinator and the Postgraduate Director. The Match Subcommittee will allocate Mandatory Core Rotations to all Residents on the basis of Royal College requirements and resident seniority within the context of the principles and policies outlined in the previous section. Thus, while senior residents will be given preference of Mandatory Core Rotations, no resident group will be disadvantaged for another, since all residents will be allocated Mandatory Core Rotations they require. For this purpose, Divisions and Programs which provide Mandatory Core Rotations have been asked to reserve a sufficient number of such rotations to accommodate the Royal College requirements of all residents.

**Chief Residents will have priority for rotations at their base hospital and will be assigned to these rotations; for example, Geriatrics, Child, Chronic Care or C/L, prior to the Residents' Match. If Chief Residents are assigned for a 6 month period, they will have preference for that 6 month period. If a Chief Resident is assigned for a whole 12 month period, then they will have preference for that 12 month period.**

PGY4 Match Procedure:

1. The six month blocks are split for the match (i.e. July-December and January-June)
2. For July-December, residents are assigned sites according to their preferences in order from 1 – X (where X= the number of residents in a PG year). Attention is paid to if residents specify that they prefer their SITE or their SEQUENCE. If SEQUENCE is selected, resident preferences are only considered for the rotation they wish to do first. If SITE is selected, residents are assigned their best possible site choice from either block.
3. For January-June, residents are assigned sites according to their preferences in the REVERSE order ie. X – 1. They are assigned according to their selected SITE/SEQUENCE preference.
4. **Note:** Golden Ticket residents are the first residents to be matched and are given their preferences for both rotations.

PGY3 Match Procedure:

1. For 2020-2021, PGY3 residents have already been pre-matched to the Geriatric rotation from a prior match in PGY2 and preferences were moved to PGY3. The remaining core rotations to be matched are Severe and Persistent Mental Illness (SPMI) and Psychiatry Emergency Room (PsychER).
2. For July 2020 – June 2021, residents are randomly assigned by order from 1 – X (where X= the number of residents in a PG year). This is your lottery number.
3. If SPMI/PsychER rotations are offered at the site where residents are pre-matched for geriatrics, residents will be automatically placed at the geriatric site for SPMI and PsychER unless the site does not offer the rotation or the site is full. If the site does not offer the rotation or is full, the match committee will use your submitted preferences. The match committee will assign the sites in the order based on your lottery number.
4. The match committee will assign your rotation taking into account your preference for site priority or sequence priority (ie. SPMI before PsychER or vice versa).

PGY2 Match Procedure:

1. For July 2020 – June 2021, residents are randomly assigned by order from 1 – X (where X= the number of residents in a PG year). This is your lottery number.

2. Based lottery number, the match committee will assign PGY2 residents inpatient sites first based on your submitted preferences. Residents assigned an inpatient site at Sunnybrook, SJHC or CAMH, will automatically be matched to that site for the child rotation if there is space, otherwise the committee will use your submitted preferences for child site.
3. The match committee will also attempt to match your Addictions rotation to your inpatient and/or child site.
4. The match committee will assign your rotations taking into account your preference for site priority or sequence priority (ie. Inpatient July – October; child March - June).

#### **E. Minimum Number of Residents at Each Site**

To ensure the viability of each training site, a minimum number of residents will be placed at each site. Once this number has been met, the number of residents across the system is flexible and determined by resident choice, up to the supervisory capacity to train residents at each site in any particular rotation. It is for this reason that residents must rank all of the sites that offer a core rotation.

#### **F. Timing of Preparation Meetings**

In advance of the match there will be a meeting to review all the match forms and identify “anomalies” (special requests, maternity/paternity leave, etc.). All forms will be reviewed and clarified by the Postgraduate Education office. The match will take place annually in March.

#### **G. Special Reminders**

1. Even residents on maternity, parental, medical leave etc., at the time of the Match are encouraged to complete a preference form if they expect to be back at work for any part of the upcoming academic year. This is to ensure their preferences can be considered.
2. Please note that residents who are “off-cycle” are drawn separately for the two match years that they straddle. Their two assigned numbers for match order proceed within the timeline of whichever blocks to which they are matching (e.g. if they return in January, they are first assigned to the reverse rank order and then assigned to the sequential rank order for their July-December block).
3. A priority resident will be picked ahead of the rest of their cohort. However, having priority does not guarantee that the first overall pick will be available as there those spots may be filled by other priority residents, chief residents or other residents requiring special placement. In the exceptional circumstance where a priority resident cannot receive one of their first 3 picks, the resident will go back into the general pool and retain priority status for the match in the following academic year.