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 Directors 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 2021-2022 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 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 Directors can confirm availability. For the 2021-22 year, the Postgraduate Office will obtain the Site Director approval and notify PGYSs according to the Match Timeline.

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. 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](https://www.psychiatry.utoronto.ca/internal-match)

7. **Senior Selective Forms**

Senior Selective Forms must be received by **Wednesday January 20, 2021**. If a resident has failed to complete their Senior Selective Form by Match Day on Monday March 29, 2021, 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](https://www.psychiatry.utoronto.ca/internal-match). Applications for ETA need to be completed in accordance with the guidelines and submitted by **Monday, December 7, 2020**. 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) ➔ LOA Returns/Medical Accommodations ➔ PGY4 Rotations
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. For July 2021 – June 2022, 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 PGY4 residents inpatient sites first based on your submitted preferences from 1 – X.
3. Based lottery number, the match committee will assign PGY4 residents CL sites second based on your submitted preferences from X - 1.
4. Based lottery number, the match committee will assign PGY4 residents addictions sites third based on your submitted preferences from 1 – X.
5. The match committee will assign your rotations taking into account your preference for site priority or sequence priority (ie. Inpatient July – September; CL April – June etc.).

PGY3 Match Procedure:

1. For July 2021 – June 2022, 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 PGY3 residents geriatrics sites first based on your submitted preferences. (1 – X)
3. If SPMI/PsychER rotations are offered at the site where residents are 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 as follows: PsychER sites will be matched second X – 1 and SPMI sites will be matched third 1 – X.
4. The match committee will assign your rotations taking into account your preference for site priority or sequence priority (ie. Geriatrics July – October; November – Feb; March – June etc.).
PGY2 Match Procedure:

1. For July 2021 – June 2022, 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/parental leave, etc.). All forms will be reviewed and clarified by the Postgraduate Education office. The match will take place annually in March.

G. Rotation and Line Trades

Post-Match, there will be an opportunity for residents to trade rotations or trade entire lines. This period will run between March 31, 2021 – April 7, 2021 at noon. All requests must be submitted by April 7, 2021 at noon.

Residents may trade their entire PGY2/3/4 rotation line with another resident.

Residents may trade specific rotation(s) from their line with another resident provided the rotation is happening during the exact same block.

Any trades that result in the increase or decrease of the number of residents assigned to any site, during any month, as determined on March 29, 2021 will not be permitted.

H. 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. Residents who are “off-cycle” are drawn separately for the two match years that they straddle.