



2022 Match Cycle

Faculty Match Obligations

While the services contract for the Application and Matching Program is between CaRMS and the Association of Faculties of Medicine of Canada (AFMC), we know that the faculties play a vital role in the match process and want to help make your job as easy as possible by outlining the contractual obligations you must adhere to.

UGME Offices

- Follow the **match timelines** provided by CaRMS and approved by AFMC
- Identify an individual from within its undergraduate dean's office to serve as a liaison with CaRMS for matters affecting its graduating students who will be participating in the application and matching program
- Provide the following information from each eligible graduating student who consents to the provision of the information to CaRMS:
 - first, middle, and last name
 - email address
 - student identification number
 - campus
 - visa status
 - date and school of graduation
- Notify CaRMS if a student, scheduled to graduate, will not successfully complete his or her MD program by July 1 of the current year

PGME Offices / Residency Programs

- Follow the **match timelines** provided by CaRMS and approved by AFMC
- Identify an individual from within the postgraduate dean's office to serve as a liaison with CaRMS on all matters regarding the residency programs and those residents in the residency programs who will be participating in the application and matching program
- Include postgraduate residency training positions within each faculty in the application and matching program for the R-1 match, FM/ES match, MSM, and PSM, comprising all accredited disciplines for which there is a relevant match.
- Provide the following information from each eligible graduating resident from MSM and PSM who consents to the provision of the information to CaRMS:
 - first, middle, and last name
 - email address
 - date of birth
 - year and school of graduation
 - current residency year



- Not make, offer, or require any residency appointments, commitments or contracts with applicants outside of the application and matching program or prior to the Match Day or the completion of all match iterations
- Provide program descriptions for CaRMS Online and any updates, as necessary
- Advise CaRMS if a residency program is given Notice of Intention to Withdraw Accreditation and include it in the program description in CaRMS Online
- Finalize the allocation of positions and capacities (including any reversion of its positions) for each iteration in accordance with the match timeline and communicate the information to CaRMS through CaRMS Online
- Withdraw a residency program from the application and matching program if there is no position quota available in a given iteration
- Not request documentation that is not sanctioned by the faculty (e.g. formative evaluations), or outside of the online application (e.g. photos)
- Indicate within CaRMS Online which participating residency programs for the MSM with remaining quota from the first iteration will participate in the second iteration
- Enter a ROL of applicants that are selected from those applicants who have applied through CaRMS to the residency program (“Program ROL”) and approve the program ROLs by the date established in the match timeline
- Limit its use of applicant information disclosed to it by CaRMS for the purpose of selecting applicants for the application and matching program and keep such information only as long as it is required for that purpose. The Faculty will have in place procedures to destroy, delete, erase or convert applicant information into an anonymous form when it is no longer required for the purpose for which it was collected
- Agree that the listing of an applicant on a program ROL establishes a binding commitment by the faculty to offer an appointment if a match results and the Applicant meets the licensing requirements of the applicable provincial/territorial medical regulatory authority
- Offer appointments to matched applicants or provide matched applicants with a letter of intent for appointment not more than thirty (30) days after the receipt of the notification of the match results; and if a faculty releases a matched applicant from the matched position, the faculty will advise CaRMS in writing of its decision to release the applicant.

Also be sure to review the [CaRMS Match Violations Policy](#), which ensures the fair and proper operation of the application and matching program, including that the rights and obligations of all match participants are respected throughout the process.