

## **Congenital Cardiac Surgery Fellowship Match Rules and Regulations**

### **The TSDA Match**

The Thoracic Surgery Directors Association (TSDA) Congenital Cardiac Surgery Fellowship Match program has been devised to allow applicants and program directors to consider every option for training in congenital cardiac surgery without undue pressure being placed on either party. This program establishes uniform dates for applications, interviews, and the ultimate match itself. After applicants interview programs (and programs interview applicants), each will prepare a final and confidential listing of their choice of programs (and applicants) in order of preference. The match will be conducted by the Congenital Cardiac Surgery Fellowship Match Subcommittee, which will consist of the President of the Thoracic Surgery Directors Association or his/her designated TSDA member representative, and the Chair of the TSDA Congenital Cardiac Fellowship Program Directors Committee. Staff support will be provided by the TSDA Executive Director.

Applicants and program directors may express their interest in each other; however, they shall not solicit verbal or written statements implying a commitment. Applicants shall at all times be free to keep confidential the names or identities of programs to which they have or may apply. Applicants may withdraw from the match process by submitting a completed Applicant Waiver Form to TSDA by the deadline established by TSDA. Programs may submit a request to withdraw from the Match due to extraordinary or unforeseen circumstances (including but not limited to a program deficiency or the lack of adequate case volume to support a congenital cardiac fellow). All program withdrawal requests must be submitted by the deadline date established by TSDA for consideration by the Congenital Cardiac Surgery Fellowship Match Subcommittee. Programs are precluded from opting out of the Match process unless permission to withdraw from the Match has been granted by the Congenital Cardiac Surgery Fellowship Match Subcommittee. TSDA will inform all applicants of any programs that have withdrawn from the Match. Should a program's withdrawal request be approved, the program will reimburse any candidates who interviewed at the program during the interview period for reasonable expenses incurred (lodging, coach class round-trip air or train fare, and ground transportation [taxi fare, shuttle fare, current mileage rate as established by the Internal Revenue Service]). Applicants are strongly encouraged to retain all travel receipts for expenses incurred during the Match interview process.

An example of a Match violation includes an applicant being pressured by a program director to reveal the program's place on the applicant's rank order list or to identify the names of other programs with which the applicants have interviewed.

After Match Day, programs and applicants who did not match may contact one another about open positions. A program cannot offer a position to an applicant who is matched to a position in another program.

The failure of an applicant to accept a matched position or the failure of a program to accept a matched applicant will be considered a breach of the Applicant or Institution Agreement, as applicable. If an applicant who is a party to an Applicant Agreement breaches that Agreement, the applicant may be barred from training at an Accreditation Council on Graduate Medical Education (ACGME)-accredited congenital cardiac surgery program for up to two (2) years. If a program that is a party to an Institution Agreement breaches that Agreement, the program violators may not be permitted to accept a congenital cardiac surgery fellow for up to two (2) years and/or identified as a Match violator for one to three years or permanently. All decisions as to whether a breach has occurred and, in cases where there is a finding of breach, the duration of the penalty will be made by the Congenital Cardiac Surgery Fellowship Match Subcommittee, and a letter reporting the breach will be sent from the Congenital Cardiac Surgery Fellowship Match Subcommittee Chair to the Chief Executive Officer of the ACGME and the respective Residency Review Committee, the appropriate program director association, and other appropriate individuals and organizations.

The penalty for breach of an Applicant Agreement or an Institution Agreement may be waived if strict enforcement of the Agreement would be inappropriate. This would be a highly unusual or unexpected situation that would create serious and extreme hardship. "Serious and extreme hardship" refers to the occurrence of a highly unusual, unexpected, and unpredictable situation or circumstance that renders the fulfillment of a TSDA Congenital Cardiac Surgery Fellowship Match obligation impossible or would result in irreparable harm to any one of the committed Match participants. Examples of "serious and extreme hardship" include an applicant who failed to graduate on time; the closing of a program or institution; the death or serious illness of a family member that requires the applicant to alter the choice of residency location; or the loss of accreditation by a program or institution.

Evidence of such an occurrence must be documented in a letter submitted to TSDA, and all such occurrences will be reviewed by the TSDA Professionalism and Ethics Committee and adjudicated by the Congenital Cardiac Surgery Fellowship Match Subcommittee. Should an applicant or institution disagree with the Subcommittee's decision regarding a breach of the Applicant or Institution Agreement, or duration of a penalty regarding a breach of that Agreement, such disagreement can be appealed to the TSDA Executive Committee.

### **Statement of Professionalism**

As part of the match process, each applicant is required to submit a signed Applicant Agreement between him/herself and TSDA. Likewise, each participating program is required to submit a signed agreement between itself and TSDA. Institutions participating in the TSDA Congenital Cardiac Surgery Fellowship Match must be accredited by the ACGME, and accept only congenital cardiac surgery fellows who meet eligibility requirements as outlined by the ACGME Program Requirements for Graduate Medical Education in Congenital Cardiac Surgery.

Individuals applying for the TSDA Congenital Cardiac Surgery Fellowship Match must meet the eligibility requirements as outlined by the ACGME Program Requirements for Graduate Medical Education in Congenital Cardiac Surgery. Match participants are

expected to conduct their dealings in an ethical, professional, and confidential manner. The failure of a match participant to conduct their dealings in an ethical, professional, and confidential manner will be considered a breach of the Applicant or Institution agreement, as applicable.

### **TSDA Match Process**

Each Congenital Cardiac Surgery Fellowship candidate must submit a completed application, a non-refundable registration fee of \$50.00 U.S., and a signed and dated agreement, to TSDA by the application deadline established by TSDA. Each applicant will receive an e-mail confirmation upon TSDA's receipt of his or her completed application, and each application will be forwarded to program directors at institutions to which the candidate is applying. Program directors and/or program coordinators will contact candidates they wish to interview, and make the necessary arrangements. It is at the program director's discretion to select which applicant(s) are invited for an interview. Following the interview cycle, applicants and program directors are required to submit to TSDA their respective rank order lists by the deadline date established by TSDA.

It is recommended that applicants include on their rank order lists only those programs that represent their true preferences. Programs should be ranked in sequence in order of the applicant's preferences. Applicants may rank as many or as few programs as they wish, realizing that if an applicant matches with a program, he or she is obligated to participate in that fellowship. It is unlikely a program would rank an applicant who was not invited for an interview.

The TSDA Congenital Cardiac Surgery Fellowship Match Subcommittee will meet to develop match results based on rank order submissions. TSDA's Congenital Cardiac Surgery Fellowship Match Subcommittee uses the same mathematical algorithm used by the National Residency Match Program to place applicants into fellowship positions\*\*\*.

TSDA will communicate the complete match results to program directors and applicants via e-mail on match day. TSDA will post on its website ([www.tsda.org](http://www.tsda.org)) the program match results, including the list of unfilled programs. Program directors at institutions with an unfilled position(s) and applicants who did not match may contact one another directly after match results have been posted to TSDA's website.

### **Match Violations**

If any individual involved in the TSDA match process suspects an applicant, program director, or any other person involved in the TSDA match process of violating these Match Rules and Regulations, then he or she may send a detailed, signed, and dated letter describing the situation to TSDA, 633 N. St. Clair Street, Suite 2100, Chicago, IL 60611, or to [tsda@tsda.org](mailto:tsda@tsda.org). TSDA will acknowledge receipt of all such reports, and a review will be conducted by the TSDA Professionalism and Ethics Committee and adjudicated by the TSDA Congenital Cardiac Surgery Fellowship Match Subcommittee.

In accordance with the Applicant Agreement, the match between the applicant and a program creates a binding commitment to accept a position if a match results, and to start and complete training. TSDA will investigate any alleged breach of this

commitment. As noted above, under certain limited circumstances, TSDA may grant to an applicant or a program a waiver of the match commitment. An applicant who terminates or resigns a position within six weeks after the start date of his/her matched program will be presumed to have breached the Applicant Agreement.

### **Match Schedule**

**2018 Match for 2019 Appointment Year** (subject to change)

**June 25, 2018:** Match opens

**July 31, 2018:** Candidate application, signed and dated agreement, registration fee, and letters of recommendation due

**August 7-31, 2018:** Program Directors schedule interviews

**August 7-October 5, 2018:** Applicant interviews

**October 31, 2018:** Applicant withdrawal deadline

**October 31, 2018:** Rank lists due from applicants and program directors

**November 19, 2018:** Match day

**July 1-September 1, 2019:** Approximate start of congenital cardiac surgery fellowship training program

### **Registration Fee**

Payment of the non-refundable application registration fee of \$50.00 U.S. must be submitted with applicant's completed application. Payment by personal check or money order made payable to the Thoracic Surgery Directors Association is required. Credit cards are not accepted. Applicants with outstanding application fees will not be eligible to participate in the TSDA Congenital Cardiac Surgery Fellowship Match.

### **TSDA Congenital Cardiac Surgery Fellowship Match Subcommittee**

- President or designated member representative, Thoracic Surgery Directors Association
- Chair, Thoracic Surgery Directors Association Congenital Cardiac Fellowship Program Directors Committee

\*[Click here](#) to view ABTS Pathways to Certification.

\*\*[Click here](#) to view ACGME Program Requirements for Graduate Medical Education in Congenital Cardiac Surgery

\*\*\*[Click here](#) to view NRMP's algorithm video.

6/25/18