



## **Orthopaedic Trauma Fellowship Match Codes of Conduct**

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### **CODES OF CONDUCT FOR FELLOWSHIP PROGRAMS**

1. Shall advise all applicants of receipt of their application.
2. Shall extend interview invitations, rejections or wait list status to applicants within 30 days of the application close date (The 30 day window will commence 5 business days from the Application Close date. This allows the match programs to process all applications). Those applicants on a program's wait list should be notified that their application has been received and that they will be informed regarding an interview as soon as possible.
3. Shall not pressure an applicant to reveal its place on the applicant's rank list.
4. Shall not, prior to the match, guarantee an applicant that they will match at that program.
5. Shall provide a fair interview process to include an overview of the program; chance to meet the faculty, current fellow(s) and residents involved during the fellowship year. This is in recognition of the time and money an applicant spends to attend an interview. The program should also provide contact information for current and past fellows.
6. Shall not demand, imply, nor mandate a pre-interview visit by an applicant as a necessary component in the fellowship selection and/or evaluation process.

### **CODES OF CONDUCT FOR RESIDENTS APPLYING FOR FELLOWSHIPS**

1. Interview Etiquette:
  - It is recommended that the residents not cancel interviews. He/she should only accept those interview invitations that he/she intends to go on. Accepting an interview spot and then cancelling deprives another deserving applicant of a chance to have an interview.
  - If a resident needs to cancel an interview, he/she should contact the program as soon as possible and include an explanation in writing, of why he/she is cancelling the interview. The applicant should also confirm that the program has received notice of his/her cancellation through electronic mail and/or telephone.
2. If a resident accepts a position outside of the match he/she must notify the appropriate match entity (SF Match, NRMP or ASES), and the programs he/she has applied to, of the intent to withdraw from the match. The applicant should indicate what his/her immediate plans are.

3. An applicant should not commit to another year of training outside of the fellowship where he/she matched, without withdrawing from the match or being released from the program he/she matched at.
4. Applicants cannot ask a program how he/she will be ranked.
5. Once a contract is signed accepting a position, it becomes a binding commitment between the applicant and the institution, upon satisfactory completion of the prerequisite training. Thus, there may be consequences if the applicant does not abide by the signed contract.
6. If an applicant submits a rank list to more than one match then he/she must accept and hold the position of the Match that accepts him/her first.
7. All match related comments and complaints should be submitted to the specialty society that manages the match in question.

**For Matches run by SF Match:**

It is recognized that not all letters of recommendation are written in a timely manner. If your Match application deadline is approaching and you still do not have all your letters of recommendation, then a letter from you to the SF Match, stating that a letter of recommendation was requested, will allow your application to be completed and processed in time.