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Group on Student Affairs Committee on Student Affairs  
Effective Practices for the “Scramble” Document

SECTION A: BEFORE MATCH DAY

1. Provide proactive counseling to students who are at a high risk for not matching. Ideally, this advisement would start early in the residency interview process and continue during the periods prior to establishing a rank order list and prior to match week. This counseling could include encouraging students to have a backup plan and monitoring the number of interviews that high-risk students have completed by the end of the interview period.
2. Insure a commitment from the institution to provide both individual and group counseling to unmatched students. All students could be counseled in a group about the match and given general information about the “scramble” process. In addition, each unmatched student should have access to confidential individual counseling.
3. Provide information to all students, in advance of match week, about the “scramble” process. This information should address how students will receive information if and when they do not match, as well as the actual schedule and flow of essential “scramble” activities.
4. Obtain a commitment, in advance of the “scramble”, from individual departmental faculty to mentor students, as needed, during the “scramble” process.

SECTION B: MATCH WEEK (EARLY)

5. On Monday, student affairs offices should either notify students who did not match or provide a contact number for any unmatched students to use to contact the student affairs office.
6. Provide a safe and private environment for unmatched students to seek advice in a confidential setting and develop procedures to insure privacy for unmatched students. For example, schools might consider closing the student affairs office to other students during the “scramble” period or creating another

private space for unmatched students to gather.

7. Provide clear information to unmatched students regarding how match day will be handled for them and set procedures so that students who match through the “scramble” are treated identically to students who matched initially. (The goal of these procedures would be to prevent unmatched students from being identified as “different” from their initially matched peers. For example, all students should receive an identical envelope containing match information on match day.)
8. Schedule meetings on Monday with students and faculty mentors to review the process for the “scramble”, to support unmatched students, and to begin counseling about approaches to the “scramble”.
9. Encourage each unmatched student to bring a friend or significant other to the “scramble” process for support and encouragement. This friend or significant other should be reminded of the sensitivity of the situation and to respect the privacy of the involved participants.
10. Insure adequate computer, phone, and fax resources for each unmatched student. For example, assign each student and faculty mentor to a room containing these resources.
11. Make a print copy of all ERAS documents on Monday. This copy should be provided to the faculty mentor who is helping the student through the “scramble” and be available to the student affairs office for faxing on Tuesday. In order to insure the confidentiality of the letters of recommendation, this set of documents should not be given to the unmatched student; in addition, the faculty mentor must understand that these documents are confidential. All documents should be shredded at the end of the “scramble”.
12. Notify all unmatched students that they should load all documents, except for letters of recommendation, onto a flash drive prior to coming to the “scramble” on Tuesday morning.

#### SECTION C: LATE “SCRAMBLE”/MATCH

13. On “scramble” day, ensure that all teams have lists of unfilled positions and that relevant phone and FAX numbers have been identified.

14. In place of a final contract, which may not be available immediately, written documentation should be created to confirm that an offer was extended by an unfilled program to the unmatched student and that the offer was accepted by the unmatched student.