UNIVERSITY OF PITTSBURGH SCHOOL OF PHARMACY
EXPERIENTIAL LEARNING REQUIREMENT "TO DO" LIST

April 6, 2023

Dear P1 Student:

Welcome to the University of Pittsburgh School of Pharmacy! We are looking forward to working with you over the next four years!

The Office of Experiential Learning (OEL) coordinates your outside-the-classroom learning experiences, for example, activities at learning sites such as local hospital and community pharmacies. These experiences are a required component of the curriculum in all four years of our PharmD program. To successfully attend experiential learning sites, also called "rotations," there are several steps that all pharmacy students need to take:

STEP 1: Setup CastleBranch Account
(Start Now! Due by July 1st)

Set Up Your CastleBranch Account

Each pharmacy student will need to establish an account with CastleBranch, which is a background screening and compliance tracking program, used within healthcare and industry. Many of the learning sites that we use for experiential learning require students to meet certain prerequisites, such as providing proof of immunization to communicable diseases, criminal background checks, and drug screenings. Your individualized CastleBranch account will house all your individual health and compliance documents. Failure to setup your account and meet these site prerequisites can result in students not being able to complete their experiential learning requirements.

To streamline the process of collecting required learning site documentation, as noted above, each student will have an individual CastleBranch account. This is a secure site to which only the OEL and you will have access. The information in CastleBranch will be available to you both during your PharmD years and after graduation if you choose to continue this after graduation.

Attached you will find a flyer from CastleBranch with instructions on how to set up your account and place your order for the first of your required prerequisites. The total cost for in-state and out of state students for the 2023-2024 school year was $132.75 (in-state), and $148.75 (out-of-state residents). Pricing is subject to change from CastleBranch. If you are an international student, please contact the Office of Experiential Learning at (412) 624-8186 to receive a different package code for clearances in your country of origin. Pricing is determined based on your country of residence. International students *are also* required to complete the in-state package included in this packet ($132.75) pricing is subject to change.

The deadline to set up your account and place your order is _**July 1st**_. You must order all the designated background checks by this date, including PA Department of Human Services (DHS) fingerprinting, and PA Child Abuse Clearance certification, which are part of the costs noted above. _**Do not**_ order the urine drug screening at this time, as not all sites require this. You will obtain this, if needed, at a time closer to your scheduled rotation start dates.

When you receive your background check and clearance results, please upload them to your CastleBranch Profile no later than *August 1st (see Step 2).* This process will be repeated for your P2, P3, and P4 years at a lesser cost. The link below will help you navigate the system and will walk you through how to order your package, or you can use the step-by-step process created by the OEL, which is included in this packet.

http://go.castlebranch.com/portal_instructions

STEP 2: Immunizations and Health Forms
(Start right after Step 1 is complete - Due by August 1st)

PART 1: Upload Required Immunization Records, Tuberculin Status Form, Health Insurance, Emergency Contact Information, and completed clearances from Step 1:

Once you have set up your CastleBranch account, you will need to upload your completed Immunization Record and Tuberculin Status Form under the Clinical Requirements section. The blank Immunization Record and Tuberculin Status Forms are available within CastleBranch, and they are posted to our website. The immunizations and screening listed on these forms are those required for healthcare workers by the Centers for Disease Control and Prevention and are required by our learning sites. This step often takes the most time, so please start early. Upload the completed and signed Immunization Form for each immunization requested

Obtaining titers (i.e., for hepatitis B, see below) and two-step tuberculin (TB) testing may take 4-6 weeks to complete and obtain results, so please start the process in June or early July, so you can be compliant by the August 1st deadline.

For hepatitis B, you are required to provide proof of immunity through a <u>positive blood titer</u>. Documentation of childhood vaccines for hepatitis B is not accepted as evidence of current immunity. It is best to follow the instructions on the Immunization Form for the hepatitis B titers, as it provides step by step instructions on completing the series. In addition to the Immunization Form, a copy of the lab test results page <u>must</u> be posted to CastleBranch as evidence of the positive (or negative) titer.

For the required TB test, you may obtain the two-step skin test, which requires two separate skin plants <u>and</u> two readings, or you may obtain the Quantiferon blood test, which can be much quicker to complete and obtain the results. Please review the Tuberculin Status Form for more details.

Students should upload their **COVID-19 vaccine card** as evidence of vaccination. If student has an exemption to this vaccine, signed documentation of this must be provided and the exemption form uploaded to CB. This information also must be uploaded to the Student Health Service portal. More information is available on this at https://www.coronavirus.pitt.edu/covid-19-vaccines/vaccine-requirement.

You will also be prompted to upload proof of **health insurance** and your **emergency contact information**. This insurance must be maintained throughout P1 to P4 years.

As noted in Step 1, completed FBI fingerprint results and PA Child Abuse Clearance also should be uploaded by August 1st.

PART 2: Additional Required Certifications and Training:

All components **must** be uploaded by **August 1st, unless otherwise noted below:**
- On-line training modules (print and upload certificates of completion)
  - Health Insurance Portability and Accountability Act (HIPAA) (will need updated yearly)
  - Bloodborne Pathogens Module
  - Infection Prevention Module
  - COVID-19 Precautions Training Module (will need updated yearly)
- School of Pharmacy Forms:
  - Student Informed Consent for Potential Screening (is this now part of the automated acknowledgement? If yes, please remove this bullet)
  - Release of Information and Other Requirements Associated with Participation in Experiential Education Rotation (is this now part of the automated acknowledgement? If yes, please remove this bullet)
  - Emergency Contact Information (will need updated yearly)

Any questions on how to upload to the CastleBranch database should be referred to the CastleBranch personnel by calling the student help line at 910-447-8052. They are available Monday-Friday 8:00 AM – 8:00 PM and Sunday 10:00 AM – 6:30 PM EST. You may also contact Ms. Gosney for assistance, rog8@pitt.edu.

STEP 3: Recognizing and Reporting Child Abuse Training Module
(Start by July 1st: Complete this as part of your PA Pharmacy Intern Registration – see below)

As a healthcare provider, it is mandated in Pennsylvania that the Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting Training on-line training module be completed on this subject. The training is a three-hour learning module and is available at www.reportabusepa.pitt.edu. As you complete the module, you must indicate that you will be applying for a pharmacy intern registration, so that your results will electronically be sent to the PA State Board of Pharmacy. The State Board of Pharmacy will need this information to process your intern registration. They will not process your registration until they receive this. Please also upload your completion certificate to your CastleBranch account.

STEP 4: Pharmacy Intern License
(Start by July 1st; due by Sept 5th)

Pennsylvania Pharmacy Intern License Registration

All students enrolled in the University of Pittsburgh School of Pharmacy must obtain registration from the Pennsylvania (PA) State Board of Pharmacy as a pharmacy intern in the state of Pennsylvania. You are eligible to apply for your PA Pharmacy Intern registration after successful completion of the current Spring semester. You must begin the registration process by July 1st, and then your PA Pharmacy Intern license must be in-hand by September 5th of your P1 year.

The application for registration as a pharmacy intern can be found at the **Pennsylvania Licensing System (PALS) website,** at https://www.pals.pa.gov/#/page/default. You must register for a new account, as a first-time user, when applying for your pharmacy intern registration. You will use this site in the future for your PA pharmacist licensure as well. When you register, you will need to complete several additional steps such as a National Practitioner Data Bank query, upload or request your PA criminal background check results and/or fingerprint results, obtain out-of-state background checks (if you live outside of PA), and pay on-line for your registration. Also, you will need to designate an initial pharmacist preceptor, which will be Professor Skledar (see contact information below), unless you already have your internship employment identified. If you are listing Prof. Skledar as your pharmacist preceptor, please contact her to obtain her license number. As you reach the end of the on-line application process, you will receive a confirmatory email, and then have access to a form that is called "Enrollment in or Graduation From a School of Pharmacy Accredited by the Accreditation Council for Pharmacy Education (ACPE)." This form must be signed/sealed/mailed in by our Student Records Manager, Cheryl Sorensen. You can email it to Professor Skledar at sjs15@pitt.edu or Ms. Cheryl Sorensen at crs149@pitt.edu to complete for you. Once you receive your PA Pharmacy Intern Registration document via email from the State Board of Pharmacy, you must upload it to your CastleBranch account.

If you plan to complete your intern hours out-of-state, you may need to register as a pharmacy intern in that state as well. Please contact that state's Board of Pharmacy or check their Board of Pharmacy website for procedures and forms. A list of Boards of Pharmacy in the United States can be downloaded at www.nabp.net, Boards of Pharmacy tab. **Be sure to keep a copy of all documents submitted to or received from the State Board of Pharmacy.**

STEP 5: Review Items that Need to be Completed Once Classes Begin
(will be completed during Fall/Spring Semester)

- CPR Certification: **No action is needed at this time**
    - *The School of Pharmacy will schedule a session for the P1 class during the Spring term.*
- APhA Immunization Training Certificate: **No action is needed at this time**
    - *The School of Pharmacy will schedule a training session this upcoming academic year.*
- Student Immunizer License: **No action is needed at this time**
    - *The School of Pharmacy will provide instructions for obtaining this once APhA Training Certificate is obtained (usually Spring P1 year)*

If you have any questions, or need more information, please call, email, or stop by the OEL. We are looking forward to meeting you at the P1 Orientation!

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