

**UNIVERSITY OF PITTSBURGH SCHOOL OF PHARMACY**  
**EXPERIENTIAL LEARNING REQUIREMENT “TO DO” LIST**

April 1, 2020

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 coordinates your learning experiences which occur outside of the didactic curriculum, for example, at learning sites such as local hospital or community pharmacies. These are a required component of the curriculum in all four years of the PharmD program. In order to successfully attend experiential learning sites, there are several steps that our pharmacy students need to take.

**STEP 1: Set Up Your CastleBranch Account:**  
**Due by July 1<sup>st</sup>**

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

To streamline the process of collecting required documentation, each student will have an individual CastleBranch account. This is a secure site to which only the Experiential Learning Office 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 letter 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 students is \$114.75, and for out-of-state residents the cost is \$120.75. If you are an international student, please contact the Office of Experiential Learning (412) 624-8186 to receive a different package code for clearances in your country of origin. Pricing is determined based on the country you are from. International students are still required to complete the in-state package included in this packet (\$114.75).

The deadline to set up your account and place your order is **July 1, 2020**. You must order all of the designated background checks, including PA DPW 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 your background check results come back, please upload them to your CastleBranch Profile no later than August 1, 2020. This process will be repeated in your P2 and P3 years at a lesser cost. The link below will help you navigate the system and will walk you step-by-step 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](http://go.castlebranch.com/portal_instructions)

**STEP 2: Upload Required Immunization Records, Tuberculin Status Form, and Health Insurance:**  
**Due by August 1<sup>st</sup>**

**NOTE:** We recognize that you will be unable to get your TB Test and do the FBI Fingerprint and Background Check at this time due to the COVID-19. Once it is safe and reasonable to do so, we will let you know.

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 included in this packet. You can also obtain the blank forms within CastleBranch if needed. Please note that in the Immunization Record, for Hepatitis B, you are required to provide proof of immunity through a positive blood titer. **Documentation of childhood vaccines for hepatitis B is not accepted as evidence of current immunity.** Upload the completed and signed Immunization Form for each immunization requested. Obtaining titers and two-step tuberculin testing may take several weeks to a month to complete and obtain results, so please start the process in early July, so you can be compliant by **August 1, 2020**. You will also be prompted to upload proof of health insurance.

**STEP 3: Additional Required Certifications and Training:**

All components **must** be uploaded by **August 1, 2020, unless otherwise noted below:**

- On-line training modules (print and upload certificates of completion)
  - Health Insurance Portability and Accountability Act (HIPAA)
  - Bloodborne Pathogens Module
  - Infection Prevention Module
- School of Pharmacy Forms:
  - Student Informed Consent for Potential Screening, Release of Information and Other Requirements Associated with Participation in Experiential Education Rotation
- Recognizing and Reporting Child Abuse Module: see Step 4 below
- Pennsylvania (PA) Pharmacy Intern License: See Step 5 below
- 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

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 our Assistant Director, Anna Schmotzer at (412) 624-8186 or [annas@pitt.edu](mailto:annas@pitt.edu), as she is our liaison with CastleBranch.

**STEP 4: Recognizing and Reporting Child Abuse Mandated and Permissive Reporting Training Module**  
**(Complete this prior to Step 5, as this is a required piece of your PA Pharmacy Intern Registration)**

As a healthcare provider, it is mandated in Pennsylvania that an 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](http://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 5: Pennsylvania State Board of Pharmacy Intern Registration**  
**(Start application By July 1<sup>st</sup>)**

All students enrolled in the University of Pittsburgh School of Pharmacy must obtain registration 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 2020 semester. You must begin the registration process by July 1<sup>st</sup>, and then your PA Pharmacy Intern license must be in-hand by September 4<sup>th</sup> of your P1 year.

The application for registration as a pharmacy intern can be found at the Pennsylvania Licensing System website, PALS, at <https://www.pals.pa.gov/#/page/default>. You must register 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, and pay on-line for your registration. Also, you will need to designate an initial preceptor, which will be Professor Skledar (see contact information below), unless you already have your internship employment identified. 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 her at [crs149@pitt.edu](mailto:crs149@pitt.edu) to complete for you, or you can bring it to her once you arrive on-campus. To complete the process, once you receive your PA Pharmacy Intern Registration document, 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](http://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.**

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

***Susan J. Skledar, RPh, MPH, FASHP***  
Director, Experiential Learning Program  
University of Pittsburgh  
School of Pharmacy  
228 Salk Hall  
Pittsburgh, PA 15261  
(412) 648-1504  
[Sjs15@pitt.edu](mailto:Sjs15@pitt.edu)

***James J. Pschirer, PharmD***  
Associate Director, Experiential Learning Program  
University of Pittsburgh  
School of Pharmacy  
228 Salk Hall  
Pittsburgh, PA 15261  
(412) 383-5229  
[pschirer@pitt.edu](mailto:pschirer@pitt.edu)

Ms. Anna G. Schmotzer  
Assistant Director, Experiential Learning Program  
University of Pittsburgh  
School of Pharmacy  
229 Salk Hall  
Pittsburgh, PA 15261  
(412) 624-8186  
[annas@pitt.edu](mailto:annas@pitt.edu)