

**UNIVERSITY OF PITTSBURGH SCHOOL OF PHARMACY
EXPERIENTIAL LEARNING (EL) REQUIREMENT SUMMARY**

May 1, 2024

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 key steps that all pharmacy students need to take. The steps involve two major activities: 1) setting up your CastleBranch (CB) account; and 2) obtaining your PA pharmacy intern license. A checklist is below to help you get started with these two requirements, along with information in this document. Supplemental handouts are attached to guide you through these steps. Please review all documents.

P1 Student Checklist for EL Activities

Due Date	Activity	Key Information
By July 1	Set up CastleBranch Account: See Step-by-Step packet for information	<ul style="list-style-type: none"> Log into https://discover.castlebranch.com/ Use information on flyer for package code
	Start background checks in CB	<ul style="list-style-type: none"> DHS Fingerprints PA Child Abuse Clearance PA Criminal History Record Check
	Complete Recognizing and Reporting Child Abuse Training Module (3-hour module needed for intern license)	<ul style="list-style-type: none"> www.reportabusepa.pitt.edu
	Apply for your PA Pharmacy Intern License	<ul style="list-style-type: none"> https://www.pals.pa.gov/#!/page/default
By Aug 1	Background check results	<ul style="list-style-type: none"> Post results to CB slots
	Complete CastleBranch Clinical Requirements section <i>*Use provided forms in CB to document items listed below</i>	
	Immunizations*	<ul style="list-style-type: none"> Measles Mumps Rubella Varicella (chicken pox) Hepatitis B Polio Tdap COVID-19 vaccine
	Blood Titers	<ul style="list-style-type: none"> Hepatitis B titer Measles/Mumps/Rubella (MMR) titer
	Tuberculin Status (TB test)*	<ul style="list-style-type: none"> Quantiferon blood test or two-step skin test
	Physical Exam*	<ul style="list-style-type: none"> Within last 12 months
	On-Line Training Program Certificates <i>(Links to trainings are within CB)</i>	<ul style="list-style-type: none"> Infection Prevention Bloodborne Pathogens HIPAA COVID-19 Precautions Post certificate from Recognizing and Reporting Child Abuse training (above)
	Health Forms	<ul style="list-style-type: none"> Health insurance Student informed consent* Emergency contact form* Photo-video consent release form*
By Sept 1	Post PA Pharmacy Intern License in CB	<ul style="list-style-type: none"> Sign registration letter (license) and post to CB
During P1 Year	These items will be offered during P1 year – summer deadline is not set for these	<ul style="list-style-type: none"> Influenza vaccine (yearly “flu shot”) CPR Certification APhA Immunization Training Certificate Pharmacy Student Immunizer License

SETTING 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, secure 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.

Attached you will find a flyer from CastleBranch with instructions on how to set up your account. Pricing for the 2024-2025 school year is \$144.74 (in-state), and \$161.74 (out-of-state residents). If you are an international student, please contact email Ms. Robie Gosney in the Office of Experiential Learning at rog8@pitt.edu to receive a different package code for clearances in your country of origin. The price of the international background check will depend on your country of origin. International students ***are also*** required to complete the in-state package included in this packet (\$144.74). The in-state package code creates the Clinical Requirement fields for students to upload all CastleBranch requirements, i.e., immunizations, TB, physical exam, health form, etc. In-state clearances are also run through this package code. All CastleBranch pricing is subject to change. Additional instructions can be found at http://go.castlebranch.com/portal_instructions.

Background Checks

You must order all the designated background checks, including PA Department of Human Services (DHS)/FBI fingerprinting, the PA Child Abuse Clearance, and the PA Criminal History Record Check.

Clinical Requirements

Once you have set up your CastleBranch account, you will need to populate the Clinical Requirements section. Included here are Immunizations, Health Forms, and Training Program certificates. The blank Immunization Record and Tuberculin Status Forms are available within CastleBranch. The immunization form must be downloaded and completed to submit your immunizations. CastleBranch will reject immunizations if not documented on the University of Pittsburgh form. 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.

Antibody Titers and Blood Tests

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. 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 **must** be posted to CastleBranch as evidence of the positive (or negative) titer. If your baseline titer is negative, you will have to repeat the two-vaccine or three-vaccine hepatitis B vaccine series as soon as possible. Please start this immediately if your baseline titer is negative, as the full series can take up to 4-6 months to complete.

For MMR, you are required to provide immunity status through a blood titer. If your titer is negative, it is **not necessary** for you to repeat the vaccine series. You can discuss that with your primary care provider.

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

Recognizing and Reporting Child Abuse Training Module

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.

CastleBranch Questions

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. She will have office hours over the summer to help students set up their accounts.

OBTAINING YOUR PA PHARMACY INTERN LICENSE

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**, as this process can take 2-3 months to fully complete. Your PA Pharmacy Intern license must be in-hand by the first week of September 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 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. If you are listing your work preceptor, let Prof. Skledar know that, and she will send you further information about how to fill out your application. During the application process, you will need to complete several additional steps such as a National Practitioner Data Bank query, uploading 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. As you reach the end of the on-line application process, you will receive a confirmatory email, and then can access to a form 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 sign it and 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. Contact Prof. Skledar (sjs15@pitt.edu) about intern license questions.**

If you have more 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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