

**EXPERIENTIAL EDUCATION HEALTH REQUIREMENTS**

- **START NOW**
  - Give yourself plenty of time to complete your requirements
  - Some require multiple steps to complete them
  - Please complete items **1 through 10** PRIOR to first day of Orientation
- **FOLLOW INSTRUCTIONS CAREFULLY**
  - Work through each requirement systematically
  - If you aren't sure, contact the [SIUE-SOP Experiential Office](#) with any questions

**1. Create an account with CastleBranch.**

[Follow this link to the 'Resources' tab for FAQ Video Tutorials](#)

- Go to <https://portal.castlebranch.com/SN34>
- Click on 'Place Order', select the Package Code: **SN34p1**: Document Manager – Compliance Tracker in the SOP drop down. Once you have read the instructions, you will be prompted to sign in, but you will need to create an account. In the upper right hand corner you will find 'Sign Up'. Follow the prompts to provide your information.
- Pay for your account (**\$35**). Your payment options include Visa, Mastercard, Discover, Debit, electronic check, and money orders. *Note: Use of electronic check or money order will delay processing.*
- **Accessing your account:** Log in using the email address you provided and the password you created during order placement.
- **Need Help? Contact CastleBranch:** For additional assistance, please contact the service desk at 888-723-4263 or visit <https://mycb.castlebranch.com/help> for further information.

**This section details your Health Documentation Requirements: *These should be completed and uploaded to CastleBranch BEFORE ORIENTATION.* Note that some requirements may take multiple steps to complete.**

Video Tutorial [Here](#)

- We ask that you complete these **prior to the first day of Orientation**; please work with your healthcare provider(s) to do so in the safest manner that complies with current CDC and state regulations.

**2. Physical Examination**

- Provide proof of recent (within 1 year) physical exam. Document must be completed and signed by a medical professional. The school does not require any specific form to be completed, though this [form](#) may be used if your care provider does not have one they prefer to use.

**3. Hepatitis B (Must complete one of the following):**

- 3 vaccinations **OR**
- Positive antibody titer for HBsAb (lab report required)
  - Titers are generally drawn 1-2 months after completing the three-dose series or after a booster. Most who received the series as infants will not have a titer on record.
  - If you receive a negative titer, you will be prompted to receive a Hepatitis B booster and another subsequent titer 1-2 months after the booster

**4. Tetanus, Diphtheria & Pertussis (Tdap) (Must complete one of the following):**

- Provide documentation of a Tdap within the past 10 years **OR**
- Documentation of a Tdap (within any time frame) AND a Td booster within the past 10 years

**5. Varicella (Chicken Pox) (Must complete one of the following):**

- 2 vaccinations **OR**
- Positive antibody titer (Lab report required showing quantitative results, not just positive or negative)
- *Documentation that you've had chicken pox is **NOT** sufficient*

**6. Measles, Mumps, Rubella (MMR) (Must complete one of the following):**

- 2 vaccinations **OR**
- Positive antibody titer for each of the three components (measles, mumps, and rubella)  
(Lab report required showing quantitative results, not just positive or negative)

**7. Tuberculosis (TB) (Must complete one of the following):**

- Quantiferon Gold Blood test (lab report required) **OR**
- Proof of BCG vaccination PLUS Quantiferon Gold Blood test (lab report required) **OR**
- 2-Step TB skin test
  - \* **2-step TB skin tests require 4 visits to complete.** You will have 2 separate TB skin tests placed (7-21 days apart). Each test will have to be read 2-3 days after it is administered. Your documentation should show the dates each test was placed and read, along with the result.
  - Day 1: Skin test #1 is administered
  - Day 2-3: Skin test #1 is read
  - Day 8-22: Skin test #2 is administered
  - Skin test #2 must be read 2-3 days after it is placed
- If you have positive TB Test results or have had a positive TB test in the past:
  - Provide a clear Chest X-ray (lab report required) **AND**
  - Provide signed TB Risk Assessment Form (contact the [Experiential Education office](#) for the form)

**8. Proof of Health Insurance**

- Upload the front and back of your health insurance card in CastleBranch.  
*- If someone else's name appears on the card, you may have to provide additional documentation to prove that you are covered under that entity.*
- You are required to carry health insurance for the duration of your rotations to protect you in case of accident or injury. This coverage must be in place **before** the start of your rotation.
- If you do not have coverage you may be able to apply through the [Marketplace](#) or through the [University](#). You can also find [local help](#) in finding a plan; as a student, you may meet the income requirements for [Medicaid](#) coverage. If you need to apply for Medicaid, please be aware that it can take a long time. Start the process now if you are able.

**9. Illinois Technician license: All students shall maintain an Illinois license for the duration of your enrollment.**

- If you are not already licensed, please apply for a pharmacy technician license on the IDFPR, **this will cost \$40** – **DO NOT APPLY TO STUDENT DESIGNATION – THIS WILL BE DONE LATER** [website](#)

[Video Tutorial Here](#)

- In the Welcome box, click “New Applications” and follow the directions on the screen.
  - You can find additional instructions [here](#).
  - IDFPR will not grant “student” status to any applicant or license holder until after the first day of classes. We will provide instructions to obtain student status during the fall term.

If you previously had an IL technician license but let it expire, you must complete this [form](#) and send it with a check for \$25 to IDFPR, Division of Professional Regulation, PO Box 7450, Springfield IL 62791-7450

**10. Missouri Family Care Registry**

- Complete the Registry [Video Tutorial [Here](#)] – **This requirement will cost \$15.55**
  - Instructions are located in your profile online within CastleBranch
  - Download the informational sheet from the Document Manager and follow the instructions
    - When your results are available, you will receive an encrypted email from the Registry
    - **This is a time-sensitive email – open and save your letter as soon as possible**
    - Upload your letter to Castle Branch
  - If you previously registered, do not re-register
    - You may proceed to uploading your letter into CastleBranch
    - If you can’t locate your previous letter, you must contact the Registry at (866) 422-6872

**Additional requirements**

*These may be completed AFTER classes begin*

**Missouri Technician or Intern Licensure**

- Obtaining a Missouri Pharmacist Intern license will be required during your first year only **IF** you are assigned to a Missouri rotation site (to be determined in the fall).
- If you know in advance that you are interested in a Missouri rotation and you would like to obtain a license before school starts, you may apply for a [Missouri Pharmacy Intern License](#). SIUE-SOP will verify your enrollment and status as a student pharmacist with the board of pharmacy the first week of classes.

**Drug and background check**

- Every student undergoes drug and background screening prior to rotations (P1, P2, and end of P3 year).
- Instructions will be distributed closer to the start of the semester; it will cost \$106.99.

**CPR and Immunization training, HIPAA & Blood Borne Pathogen Training**

- You will be required to complete Basic Life Support training for Healthcare Providers, Immunization training, and HIPAA/BBP training during the Fall and Spring term of your P1 year.
- Arrangements will be made for you to complete the training at the school; more details will follow.

**Influenza immunization**

- You will be expected to obtain a flu vaccine each year, unless you have a medical contraindication. The immunization must be completed in the fall of your first year before going on rotation.
- You are not expected to complete this prior to school starting. Please wait until the new seasonal vaccine for the upcoming year becomes available.

**Additional Notes**

SIUE Health Services also requires proof of some of the above health requirements

- You will be asked to upload this information directly to SIUE Health Services through CougarCare (medical records) or My Care 26 (health insurance).
- The University systems (My Care 26 and CougarCare) and the School of Pharmacy System (CastleBranch) are **not connected**
- SIUE Health Services cannot view what you have uploaded in CastleBranch and SIUE-SOP Faculty and Staff cannot view what you upload in CougarCare/My Care 26
- Several requirements will need to be uploaded **in both locations**