Welcome to SIUE School of Pharmacy Class of 2024! We are looking forward to working with you over the next four years. There are many requirements that must be completed and documented in order to complete your experiential rotations. We use a program called Castle Branch to keep track of those requirements. Instructions about how to access and utilize Castle Branch can be found below. Specific requirements and instructions for each component are also detailed both within this document and Castle Branch. Please contact our office with any questions (Note – at the time of this writing, the Experiential Education Faculty and Staff are working remotely due to COVID-19. Contacting us by email at dboyer@siue.edu is preferred).

**Notice:** The cost of fulfilling the health requirements will vary by requirement, provider charge, and insurance coverage; the cost of each is subject to change at any time. The full cost of completing all requirements will be the responsibility of each student. At the time of this writing, the combined cost of a Castle Branch profile, drug and background screening, MO Family Care Registry, and Illinois Pharmacy technician license is close to $200.

**Step 1: Create an account with Castle Branch**

- a. Go to [https://mycb.castlebranch.com](https://mycb.castlebranch.com)
- b. In the upper right hand corner, enter the Package Code: **SN34p1**: Document Manager
- c. Payment information: your payment options include Visa, Mastercard, Discover, Debit, electronic check, and money orders. Note: Use of electronic check or money order will delay order processing.
- d. Accessing your account: to access your account, log in using the email address you provided and the password you created during order placement.
- e. Contact Castle Branch: for additional assistance, please contact the service desk at 888-723-4263 or visit [https://mycb.castlebranch.com/help](https://mycb.castlebranch.com/help) for further information.

**Step 2: Health Documentation Requirements (these should be completed and uploaded to Castle Branch before the start of classes in the fall. Note some requirements may take multiple steps to complete. At the time of this writing, adjustments in the healthcare system due to COVID-19 may lead to some of the following health screenings and requirements being more difficult to obtain. We ask that you do your best to complete these prior to the start of classes in the fall; please work with your healthcare provider(s) to do so in the safest manner that complies with current CDC and state regulations. Contact us with any questions.)**

- **Physical Examination:** Provide proof of recent (within 1 year) physical exam completed & signed by a medical professional. The school does not require any specific form to be completed.

- **Hepatitis B** (One of the following):
  - o 3 vaccinations or
  - Positive antibody titer for HBsAb (lab report required; 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)

- **Tetanus, Diphtheria & Pertussis** (Tdap) (One of the following):
  - o 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

Updated 4/3/20
Experiential Education Health Requirements
Academic Year 2020-2021

Varicella (Chicken Pox) (One of the following):
   - 2 vaccinations or
   - Positive antibody titer (lab report required)
   - Documentation that you’ve had chicken pox is NOT sufficient

Step 2: Health Documentation Requirements (continued from Page 1)

Measles, Mumps, Rubella (MMR) (One of the following):
   - 2 vaccinations or
   - Positive antibody titer for each of the three components (lab report required)

Tuberculosis (TB) (One of the following):
   - 2-Step* TB skin test or
   - Quantiferon Gold Blood test (lab report required) or
   - Proof of BCG vaccination PLUS Quantiferon Gold Blood test (lab report required)
   - If you have positive results, provide a clear Chest X-ray (lab report required) AND signed TB Risk Assessment Form (contact the experiential office for the form)
   - *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

Proof of Health Insurance
   - You will be 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.
   - You will have to upload the front and back of your health insurance card. 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.

Illinois Technician licensure
   - All students will be required to 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 website (in the Welcome box, please 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 during the fall term.
Experiential Education Health Requirements
Academic Year 2020-2021

- **Missouri Family Care Registry:**
  - Instructions are in your profile online within Castle Branch; download the informational sheet from the Document Manager and follow the instructions.

**Step 3: Additional requirements (may be completed AFTER classes begin)**

- **Missouri Technician licensure**
  - Obtaining a Missouri technician license will only be required your first year 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 can apply for a Missouri Pharmacy Technician License OR a Missouri Pharmacy Intern License (applications and forms may be found [here](#)). The Missouri Technician license may only be used during your P1 year; the Intern license will needed starting the P2 year and beyond. If you plan to work and/or do rotations in Missouri, it may be wise to apply for the intern license. The intern license may take up to 6 weeks to process. Please contact the Office of Experiential Education if you have any questions.

- **Drug and background check:** every student will undergo drug and background screening prior to rotations (P1 year, P2 year, and end of P3 year). Instructions for ordering and completing the drug and background screen will be covered once classes start.

- **CPR and Immunization training:** you will be required to complete Basic Life Support training for Healthcare Providers and Immunization training during the 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 shot each year (unless you have a medical contraindication); it will need to be completed in the fall of your first year before going on rotation. You are not expected to complete this prior to school starting—you should wait until the batch for the upcoming year becomes available.

---

**PLEASE NOTE:**
- SIUE Health Services may also require proof of some of the above health requirements
- The University system (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
- There are several requirements that you will need to upload in both locations.