

PROFESSIONAL EXPERIENCE PROGRAM

Health Requirements and Criminal Background Check

The Professional Experience Program Office (PEP) manages experiential training of all students enrolled in the College of Pharmacy (COP). In order for students to receive assigned rotations necessary to fulfill the COP degree requirement, rotation sites have been established with over 150 affiliate partners. All affiliate partner sites require proof of health immunizations and additional information (see chart) of all students participating in the experiential training program.

The PEP Office also requires each student to complete a criminal background check. Students will not be able to participate in the experiential training program without a cleared background check. **Please note that this background check is separate and apart from the Louisiana Board of Pharmacy background check requirement.**

*CastleBranch Website – www.castlebranch.com (package code: XA13)

REQUIREMENTS	DUE DATE	SUBMISSION OF DOCUMENTS
Physical Assessment	August 1 Annually	Upload to CastleBranch.com Medical Document Manager
Negative Tuberculin (Tb) Skin Test	August 1 Annually	Upload to CastleBranch.com Medical Document Manager
Flu Immunization	Flu Season Annually	Upload to CastleBranch.com Medical Document Manager
Positive Measles Mumps & Rubella (MMR) Titer	August 1	Upload to CastleBranch.com Medical Document Manager
Positive Varicella Titer	August 1	Upload to CastleBranch.com Medical Document Manager
Positive Hepatitis (Hep B) Titer	August 1	Upload to CastleBranch.com Medical Document Manager
Tetanus, Diphtheria, Pertussis (Tdap)	August 1 (remain active through XUCOP enrollment)	Upload to CastleBranch.com Medical Document Manager
CPR Certification	August 1 (remain active through XUCOP enrollment)	Upload to CastleBranch.com Medical Document Manager
Insurance Card	August 1 (remain active through XUCOP enrollment)	Upload to CastleBranch.com Medical Document Manager
Criminal Background Check	August 1	Upload to CastleBranch.com Medical Document Manager

Additional information please contact:

Xavier University Student Health Services: www.xula.edu/student-health/index.php or (504) 520-7396

PEP Information: www.xula.edu/pep or e-mail @ xupeg@xula.edu or 504-520-7605

Very Important Notice:

1. Post Admission into XUCOP, Annual Update (Physical & TB) – Due April 28th
2. Physical Assessment Form access via: <http://www.xula.edu/cop/documents/pep/healthphysical form.pdf>
3. Titer – A blood sample taken & tested to measure immunity to a given diseases(s).