

NLPB Pharmacy Portal

User Guide Adding/Updating Staff Listing

Updated October 19, 2023



1. Log into the <u>NLPB Pharmacy Portal</u>.

	PHARMACY BOARD	Pharmacy Licensing jreddy@nlpb.ca g Sign In Forgot Password New to this site? Activate now	Ø
Powered by Thentia Cloud			

2. Once you have logged into the pharmacy profile, click on *Staff Listing* on the side menu.

PHARMACY BOARD							
Pharmacy JKL 1 Test Street, Testville, Newfoundland > Business Licensing - Select Pharmacy	Sele	ct Pharmacy					
New Pharmacy Profile							
Pharmacist-in-Charge Profile		Any pharmacy for whi	ch you are the designated i	Pharmacist-in-C	Charge is listed below.		
Business Information		Search Pharmacy			Filter Pharmacy Name		
Pharmacy Information							
Hours of Operation						s	ubmit New Pharmacy Profile
Pharmacy Address Change		Select a pharmacy pro	ofile to view or update that p	oharmacy's info	rmation or submit a pharmacy application.		
Licence Application & Renewal			D			1	D
Additional Pharmacy Services		Pharmacy Name	Business Type	Address		Is Parent Company?	Parent Company
Pharmacy Authorization		Pharmacy JKL	Pharmacist Owned	1 Test Stre	et, Testville, Newfoundland and Labrador, A1A 1A5	No	N/A
Certificates							
Contacts							
Owners/Shareholders							
Staff Listing							
Documents							
Supporting Documents							
Finance							
Invoices & Receipts							
Access							
Account Settings							



3. To edit a staff member, click the *Edit* button next to the record. To add a new staff member, click the *+ Add New Records* link.

Note: If a staff member no longer works with the pharmacy, ensure you add an Employment End Date to the record.

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NEWFOUNDLAND & LABRADOR PHARMACY BOARD								
harmacy JKL Test Street, Testville, Newfoundland > usiness Licensing - Select Pharmacy	Staff Listing							
ew Pharmacy Profile								
harmacist-in-Charge Profile	Please ensure all di	spensary staff are listed	. including registered. no	n-registered, full-time, and part-t	ime employees.			
usiness Information	Registration	First Name	Last Name	Position	Start Date	End Date		
Pharmacy Information		laba	Carith	Claff Discussion	40/40/2022		Edit Datate	
Hours of Operation		John	Smith	Stall Pharmacist	10/10/2022		Edit	
Pharmacy Address Change				+ Add New Re	cords			
Pharmacy Address Change Licence Application & Renewal				+ Add New Re	ecords			
Pharmacy Address Change Licence Application & Renewal Additional Pharmacy Services				+ Add New Re	ecords			
Pharmacy Address Change Licence Application & Renewal Additional Pharmacy Services Pharmacy Authorization				+ Add New Re	cords			
Pharmacy Address Change Licence Application & Renewal Additional Pharmacy Services Pharmacy Authorization Certificates				+ Add New Re	ecords			
Pharmacy Address Change Licence Application & Renewal Additional Pharmacy Services Pharmacy Authorization Certificates Contacts				+ Add New Re	rcords			
Pharmacy Address Change Licence Application & Renewal Additional Pharmacy Services Pharmacy Authorization Certificates Contacts Owners/Shareholders				+ Add New Re	cords			
Pharmacy Address Change Licence Application & Renewal Additional Pharmacy Services Pharmacy Authorization Certificates Contacts Owners/Shareholders Staff Listing				+ Add New Re	cords			
Pharmacy Address Change Licence Application & Renewal Additional Pharmacy Services Pharmacy Authorization Certificates Contacts Owners/Shareholders Staff Listing Cocuments				+ Add New Re	cords			
Pharmacy Address Change Licence Application & Renewal Additional Pharmacy Services Pharmacy Authorization Certificates Contacts Owners/Shareholders Staff Listing Documents Supporting Documents				+ Add New Re	cords			
Pharmacy Address Change Licence Application & Renewal Additional Pharmacy Services Pharmacy Authorization Certificates Contacts Owners/Shareholders Staff Listing Supporting Documents Inance				+ Add New Re	cords			
Pharmacy Address Change Licence Application & Renewal Additional Pharmacy Services Pharmacy Authorization Certificates Contacts Owners/Shareholders Staff Listing Supporting Documents inance Invoices & Receipts				+ Add New Re	cords			
Pharmacy Address Change Licence Application & Renewal Additional Pharmacy Services Pharmacy Authorization Certificates Contacts Owners/Shareholders Staff Listing Documents Supporting Documents Finance Invoices & Receipts Access				+ Add New Re	cords			



4. Indicate if the staff member is an NLPB registrant by selecting *Yes* or *No* for the *Is this employee an NLPB registrant?* field.

			Julie Reddy 🗸
E NEWFOUNDLAND & LABRADOR			
Pharmacy JKL 1 Test Street, Testville, Newfoundland > Business Licensing - Select Pharmacy	Staff Listing - Edit		
New Pharmacy Profile			
Pharmacist-in-Charge Profile	All information with a red asterisk (*) is required		
Business Information			
Pharmacy Information	Employee Information		
Hours of Operation	le this employee an NLPB registrant? *	No. O No.	
Pharmacy Address Change	is this employee an MET biregistrant.	● 165 ○ 140	
Licence Application & Renewal	Registration *	Start typing to search	~
Additional Pharmacy Services	First Name		
Pharmacy Authorization			
Certificates	Last Name		
Contacts	Position *		
Owners/Shareholders			
Staff Listing	Employment Information		
Documents	Employment Start Date *		
Supporting Documents			
Finance	Employment End Date		
Invoices & Receipts			
Access			
Account Settings	< Previous		Save & Continue >

- a. If Yes is selected:
 - i. Type the registrant's name into the *Registrant* search field and select the appropriate registrant.

			Julie Reddy 🗸
NewfoundLand & Labrador			
Pharmacy JKL 1 Test Street, Testville, Newfoundland Business Licensing - Select Pharmacy	Staff Listing - Edit		
New Pharmacy Profile			
Pharmacist-in-Charge Profile	All information with a red actarick $(\mathbf{\hat{T}})$ is required		
Business Information	Note: All monitation with a red asterisk () is required.		
Pharmacy Information	Employee Information		
Hours of Operation		• • • • •	
Pharmacy Address Change	Is this employee an NLPB registrant?	• Yes O No	
Licence Application & Renewal	Registration *	Julie Reddy	~
Additional Pharmacy Services	First Name		-
Pharmacy Authorization		Julian Aucoin - Pharmacist - 15-1340	
Certificates	Last Name	Julie Fudge - Pharmacist - 11-1216	
Contacts	Position *	Julie Reddy - Pharmacist - 99-9999	
Owners/Shareholders		Julie Reddy - Pharmacy Student - 9999	*
Staff Listing	Employment Information		
Documents	Employment Start Date *		£
Supporting Documents			
Finance	Employment End Date		<u> </u>
Invoices & Receipts			
Access			
Account Settings	(Previous		Save & Continue >
	(Trevious		Save a continue >



b. If *No* is selected, indicate the staff member's First Name and Last Name in the appropriate fields.

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HARMACY BOARD				
Pharmacy JKL 1 Test Street, Testville, Newfoundland > Business Licensing - Select Pharmacy	Staff Listing - Edit			
New Pharmacy Profile				
Pharmacist-in-Charge Profile Business Information	Note: All information with a red asterisk (*) is require	d.		
Pharmacy Information	Employee Information			
Hours of Operation	Is this employee an NLPB registrant? *		🔿 Yes 🖲 No	
Licence Application & Renewal	Registration	Start typing to search		~
Additional Pharmacy Services	First Name *	Julie		
Pharmacy Authorization				
Certificates	Last Name *	Reddy		
Contacts	Position *			
Owners/Shareholders				
Staff Listing	Employment Information			
Documents	Employment Start Date *			#
Supporting Documents	Employment End Date			
Finance	Englighten End Date			
Account Settings	< Previous			Save & Continue >

5. Type in the title of the staff member's position with the pharmacy in the Position field.

Pharmacy JKL I Test Street, Testville, Newfoundland Susiness Licensing - Select Pharmacy	Staff Listing - Edit		
New Pharmacy Profile Pharmacist-in-Charge Profile Business Information	Note: All information with a red asterisk (*) i	required.	
Pharmacy Information	Employee Information		
Hours of Operation Pharmacy Address Change	Is this employee an NLPB registrant? *	Yes O No	
Licence Application & Renewal	Registration *	Julie Reddy - Pharmacist - 99-9999	~
Additional Pharmacy Services	First Name		
Pharmacy Authorization Certificates	Last Name		
Contacts	Position *	Staff Pharmacist	
Owners/Shareholders			
Staff Listing	Employment Information		
Documents	Employment Start Date *		Ê
Supporting Documents	Employment End Date		Ê
Invoices & Receipts			



6. Click the calendar icon in the *Employment Start Date* field and select the date the staff member began working with the pharmacy.

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Service State Sta			
Pharmacy JKL 1 Test Street, Testville, Newfoundland >			
Business Licensing - Select Pharmacy	Staff Listing - Edit		
New Pharmacy Profile			
Pharmacist-in-Charge Profile			
Business Information	Note: All information with a red asterisk (*) is require	ea.	
Pharmacy Information	Employee Information		
Hours of Operation	Employee mormation		
Pharmacy Address Change	Is this employee an NLPB registrant? *	Yes O No	
Licence Application & Renewal	Registration *	Julie Reddy - Pharmacist - 99-9999	~
Additional Pharmacy Services		September 2022	
Pharmacy Authorization	First Name	Su Mo Tu We Th Fr Sa	
Contilication	Last Name	4 5 6 7 8 9 10	
Centrates		11 12 13 14 15 16 17	
Contacts	Position *	18 19 20 21 22 23 24	
Owners/Shareholders		2 3 4 5 6 7 8	
Staff Listing	Employment Information	Thursday, October 19, 2023	
Documents	Employment Start Date *	09/19/2022	Ê
Supporting Documents			00
Finance	Employment End Date		
Invoices & Receipts			
Access			
Account Settings	< Previous		Save & Continue >

7. If updating the record of a staff member who has now ended their employment with the pharmacy, click the calendar icon in the *Employment End Date* field and select the date the staff member stopped working with the pharmacy.

Pharmacy JKL 1 Test Street, Testville, Newfoundland	Staff Listing - Edit		
New Pharmacy Profile			
Pharmacist-in-Charge Profile	Note: All information with a red asterisk (*) is required		
Pharmacy Information	Employee Information		
Hours of Operation	Is this employee an NLPB registrant? *	● Yes ○ No	
Pharmacy Address Change Licence Application & Renewal	Registration *	Julie Reddy - Pharmacist - 99-9999	~
Additional Pharmacy Services	First Name		
Pharmacy Authorization Certificates	Last Name		
Contacts	Position *	Staff Pharmacist	
Owners/Shareholders			
Staff Listing	Employment Information		
Documents	Employment Start Date *	09/19/2022	<u></u>
Finance	Employment End Date	10/19/2023	Ê
Invoices & Receipts		4 October 2023 ►	
Access		Su Mo Tu We Th Fr Sa 24 25 26 27 28 29 30	
Account Settings	< Previous	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 6 27 28 29 30 31 1 2 3 4 Thursday, October 19, 2023	Continue →



8. Click *Save & Continue* to save the record and return to the Staff Listing page.

Pharmacy JKL 1 Test Street, Testville, Newfoundland > Business Licensing - Select Pharmacy	Staff Listing - Edit	
New Pharmacy Profile Pharmacist-in-Charge Profile		
Business Information	Note: All information with a red asterisk (*) is requ	ired.
Pharmacy Information	Employee Information	
Hours of Operation Pharmacy Address Change	Is this employee an NLPB registrant? *	Yes O No
Licence Application & Renewal	Registration *	Julie Reddy - Pharmacist - 99-9999 v
Additional Pharmacy Services	First Name	
Pharmacy Authorization Certificates	Last Name	
Contacts	Position *	Staff Pharmacist
Owners/Shareholders		
Staff Listing	Employment Information	
Documents	Employment Start Date *	09/19/2022
Supporting Documents	Employment End Date	m
Invoices & Receipts		
Access		
Account Settings	< Previous	Save & Continue >

9. The new staff member's record will now appear in the Staff Listing table.

Pharmacy JKL 1 Test Street, Testville, Newfoundland Business Licensing - Select Pharmacy	Sta	ff Listing							
New Pharmacy Profile									
Business Information		Please ensure all dispensary staff ar	e listed, including register	ed, non-registered, fu	ull-time, and part-time employ	ees.			
Pharmacy Information		Registration	First Name	Last Name	Position	Start Date	End Date		
Hours of Operation			John	Smith	Staff Pharmacist	10/10/2022		Edit	Delete
Pharmacy Address Change		Julie Reddy - Pharmacist			Staff Pharmacist	09/19/2022		Edit	Delete
Licence Application & Renewal									
Additional Pharmacy Services					+ Add New Records				
Pharmacy Authorization									
Certificates									
Contacts									
Owners/Shareholders									
Staff Listing									
Documents									
Supporting Documents									
Finance									
Invoices & Receipts									