Order of Pharmacists of Lebanon

نقابة صيادلة لبنان

OPL New Web Services

USER'S GUIDE

THIRD EDITION

PREPARED BY:

OPL – DRUG INFORMATION CENTER

OPL – RECRUITMENT COMMITTEE

Beirut, May 2014

FOREWORD

Dear colleague,
Good pharmacy practice always requires educational development of the pharmacists.
OPL plan is to secure all the needed tools to make this process available in the most efficient and effective way to all our colleagues, enabling them to develop their knowledge and skills.
In this third edition of the user's guide, you will find all you need to help you use and get the best and the latest of OPL's web services, accessible and/or downloadable through www.opl.org.lb

1. **The new website**
   A 2-phases website: one for the public with limited access to the contents, and one for the pharmacist/student with accessibility to full contents after logging in.

2. **The e-mail**
   A must have to access the e-library and Swank (our new CE program platform).
   Activating and using your e-mail will allow you to:
   - Receive mails from OPL
   - Connect to OPL e-Library
   - Receive newsletters from OPL. These newsletters are intended either to inform the pharmacist (circulars), or to inform the public during awareness campaigns. In this case, the pharmacist will have to print it and distribute it in his pharmacy.
   - Keep in touch with the Order of Pharmacists and send your CE Credits for validation in our new mandatory Continuing Education Program

3. **The OPL e-services**
   Will be available as of 2014 second semester and will allow you to:
   - Check your payment balance at OPL and OPL funds
   - Do all your payments online
   - Ask for all kind of documents from OPL (hard copies will be sent by LibanPost)

4. **The online forms**
   The forms available online are:
   - Complaints
   - Suggestions
   - Training certificate (currently downloadable but will be soon online)
   - Recruitment Request form
   - Employment Request form

   And the following form will be available as of 2014 second semester:
   - Employment certificate

5. **The OPLconnect application**
   A Windows-based application which will allow OPL to send you:
   - Reminders: congress, pharmacy day, sport event…
   - Alerts: withdrawal of a drug, pictures of thieves caught by security cameras…
   - Important links
   - News: price variation, OPL activities…

6. **The OPL e-Library**
   An easy and a pleasant learning tool:
   - Check drug interactions and get the latest updates in evidence based medicine in Diseases and conditions from UpToDate
   - Browse the most trusted books in pharmacy practice, Medications errors, Psychiatry

- Read latest updates about herbal medicine
- Make calculations easily
- Search any clinical topic using federated search engine across all databases

7. The Swank platform

Accessible through the e-library, Swank is a Learning Management System which provides continuing education courses in different areas:

- Pharmacy
- Clinical Laboratory Science
- Dietetics
- Patient Education

Other courses will be added to expand the course list.

The President of the
Order of Pharmacists of Lebanon
Rabih HASSOUNEH

OPL Web Guide 2014

STEP1: ACTIVATE E-MAIL

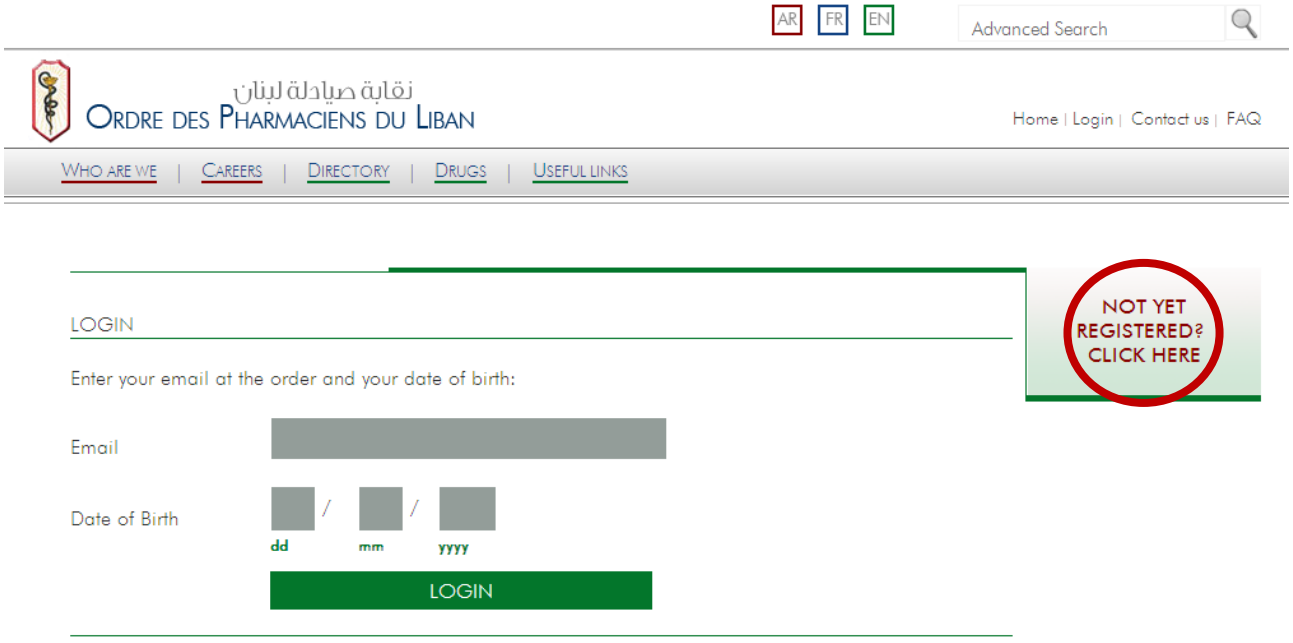
Go to www.opl.org.lb

Click on "Login" in the pop-up window

Or click on "Login" from the upper right menu

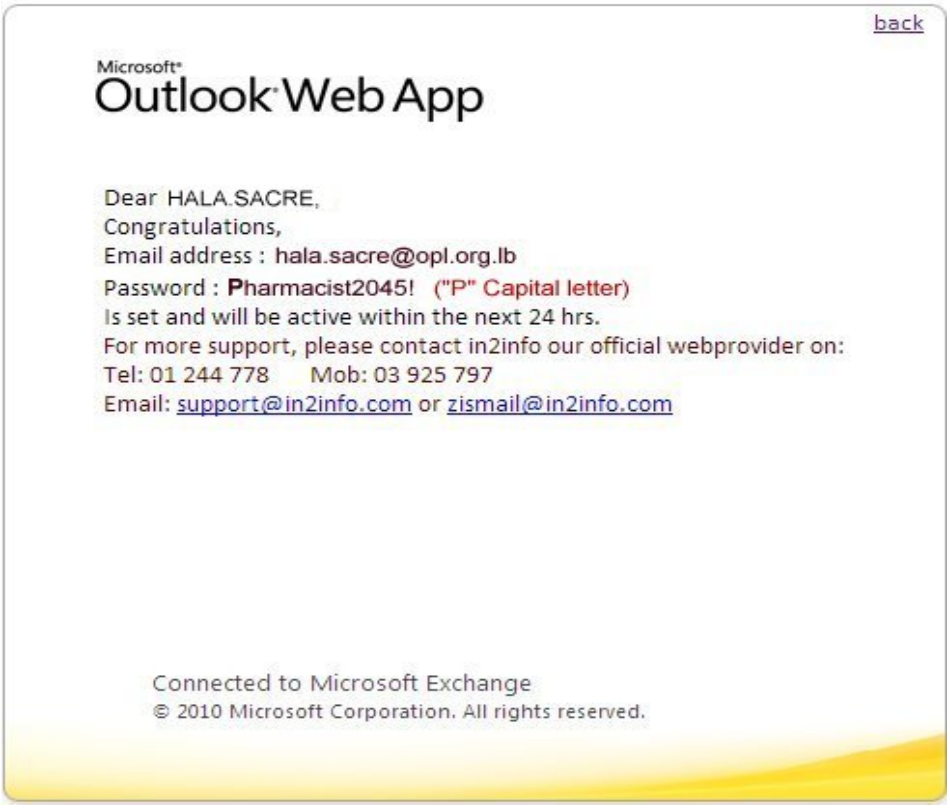
Chose “Pharmacist”

Click on “NOT YET REGISTERED? CLICK HERE”



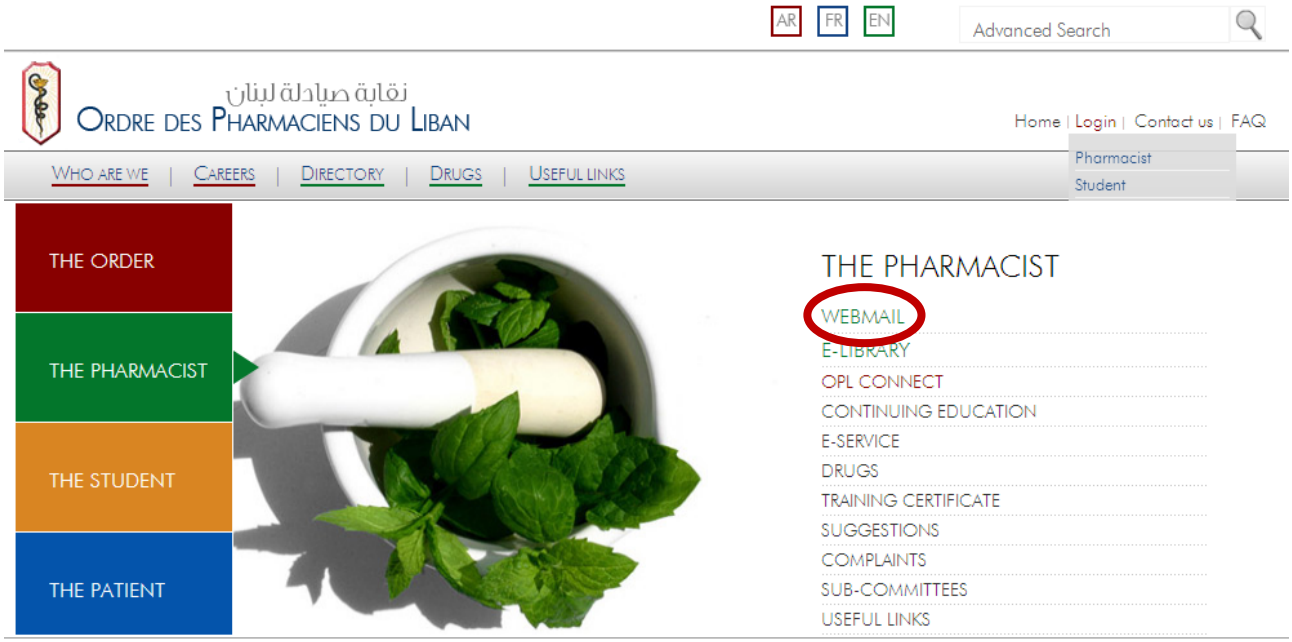
Enter your OPL registration number and you date of birth
Click on "Activate Email"

Your Email and Password will appear in a new window.
Allow 48h for the mail to be active

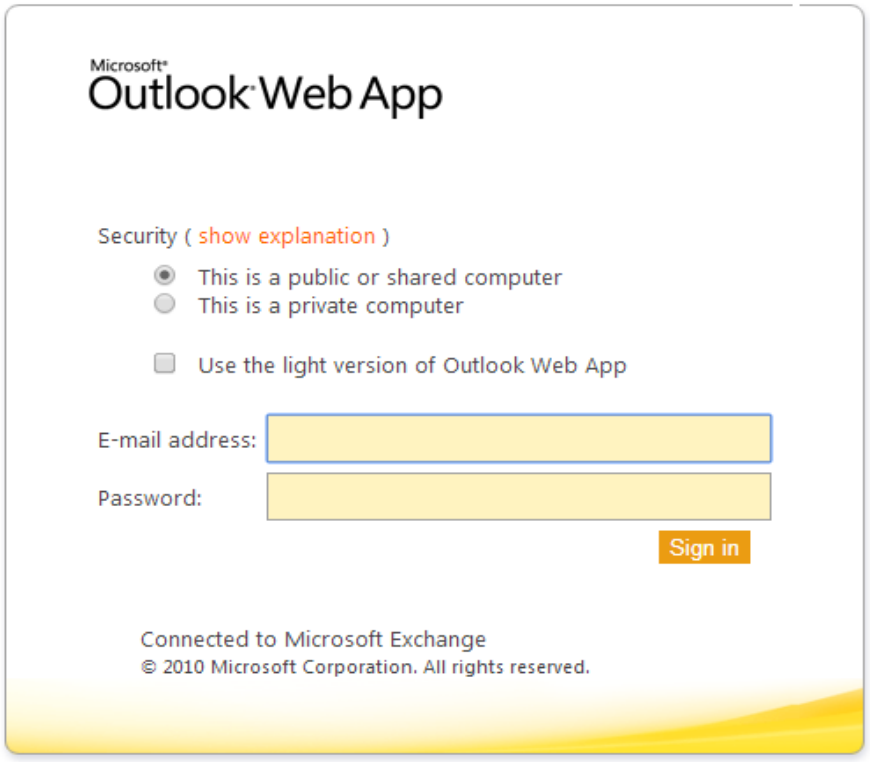


STEP2: CHECK YOUR E-MAIL

Go to www.opl.org.lb
Click on WEBMAIL



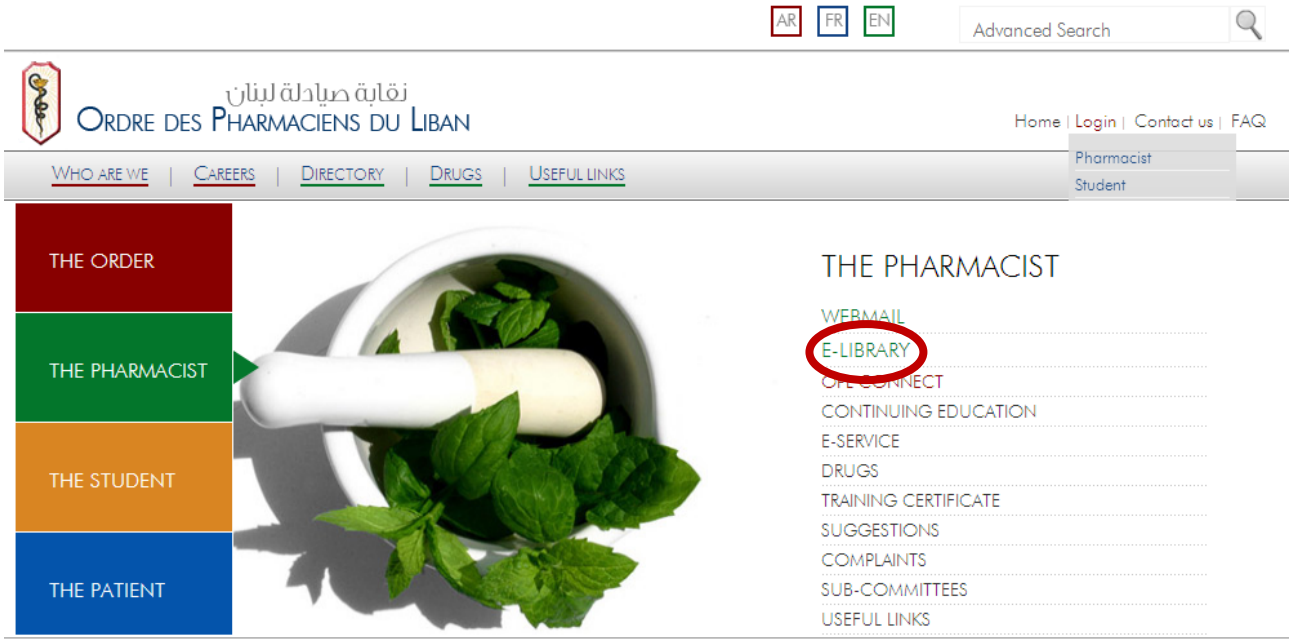
Enter your e-mail and password
Click on "Sign in"



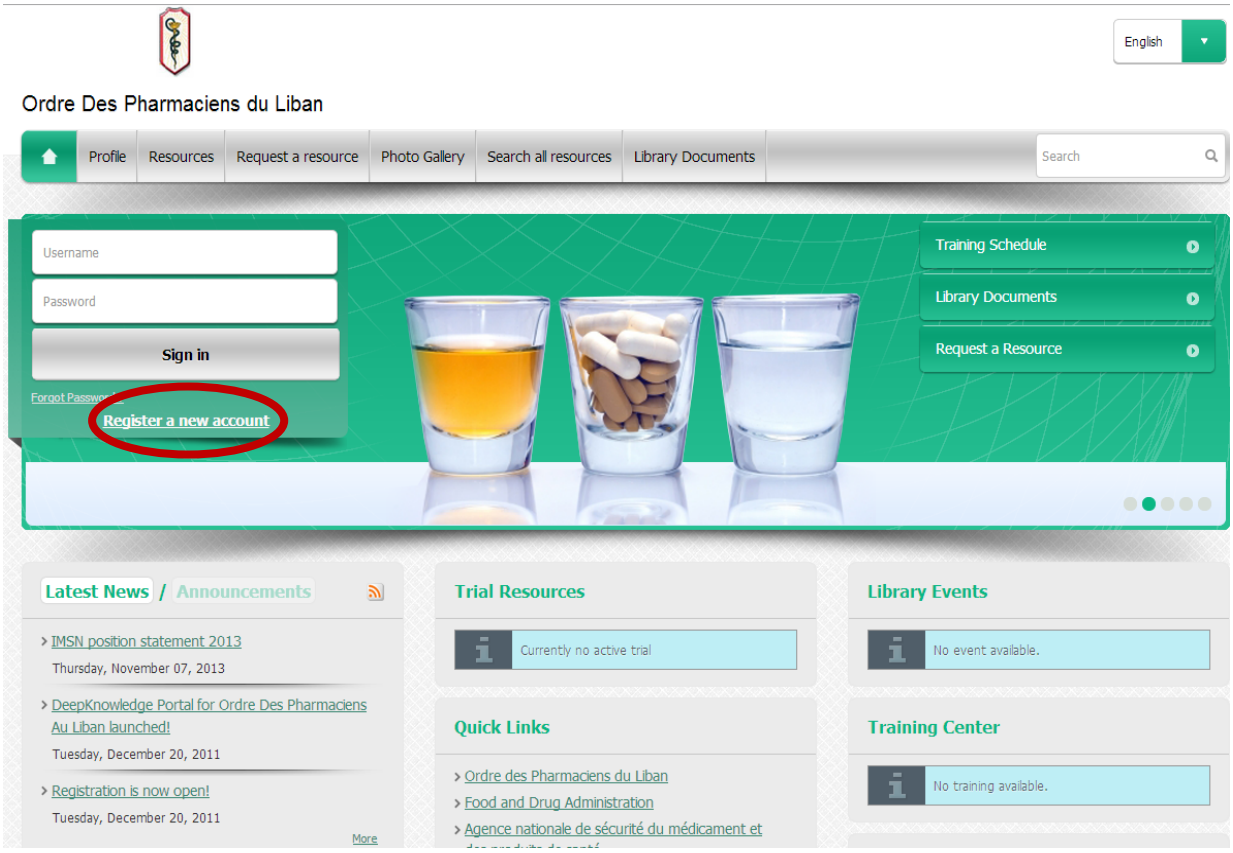
STEP3: REGISTER A NEW ACCOUNT ON E-LIBRARY

Go to www.opl.org.lb

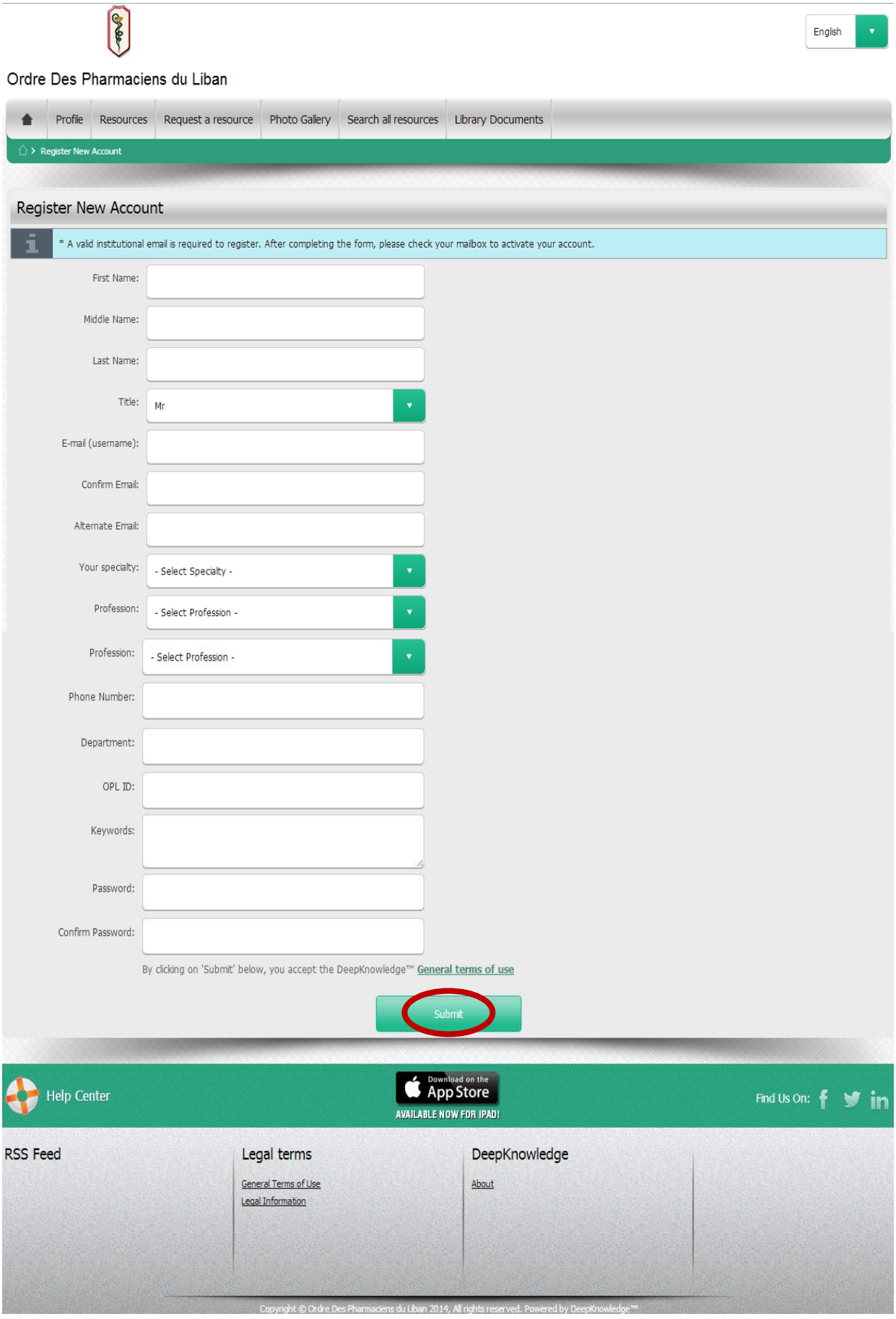
Click on E-LIBRARY



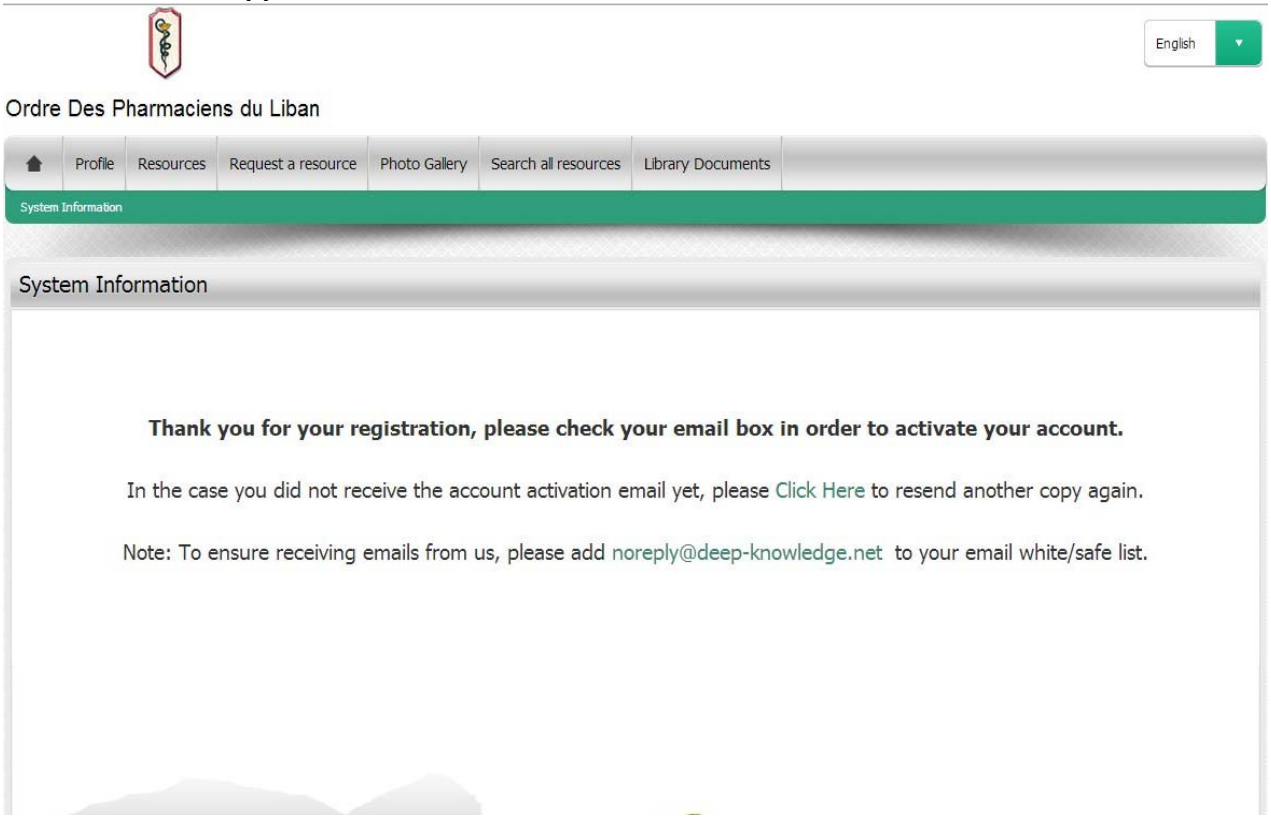
Click on "Register a new account"



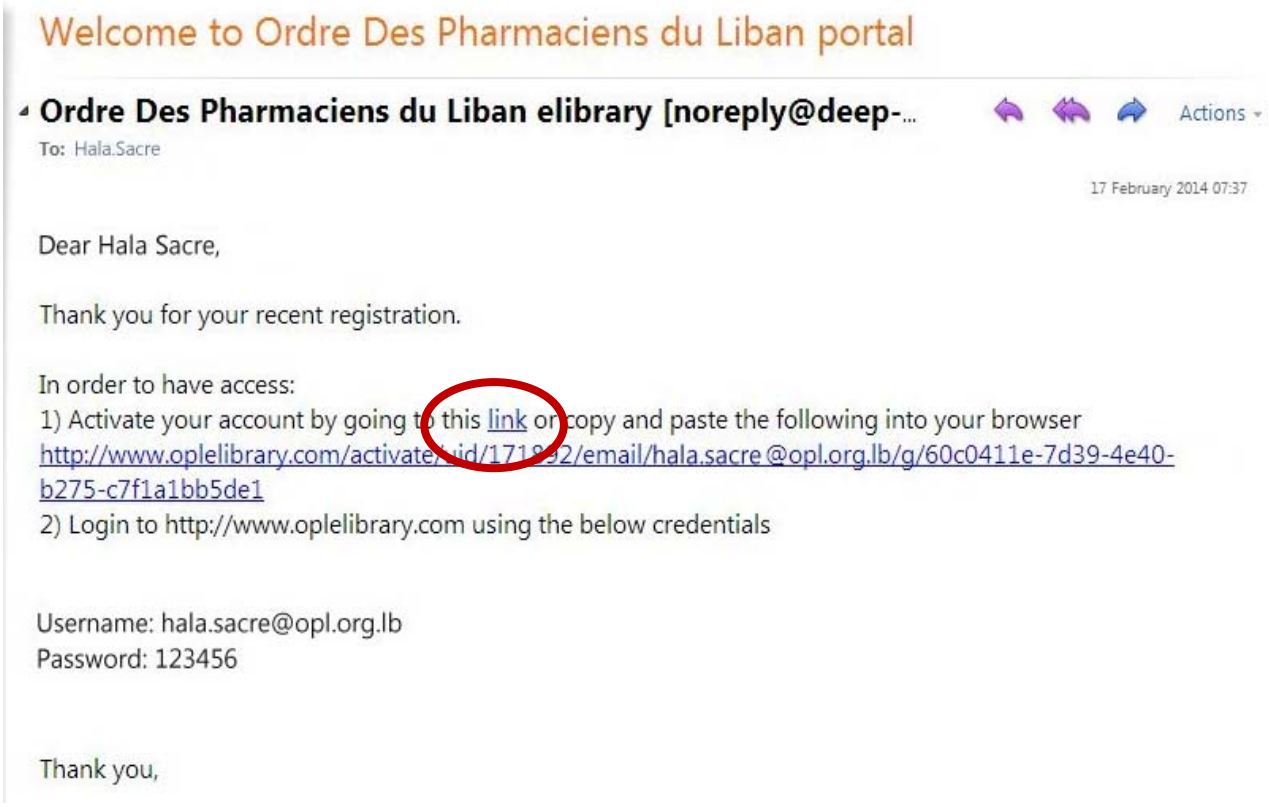
Enter your info (no need for Keywords)
Create your OWN password
Click on "Submit"



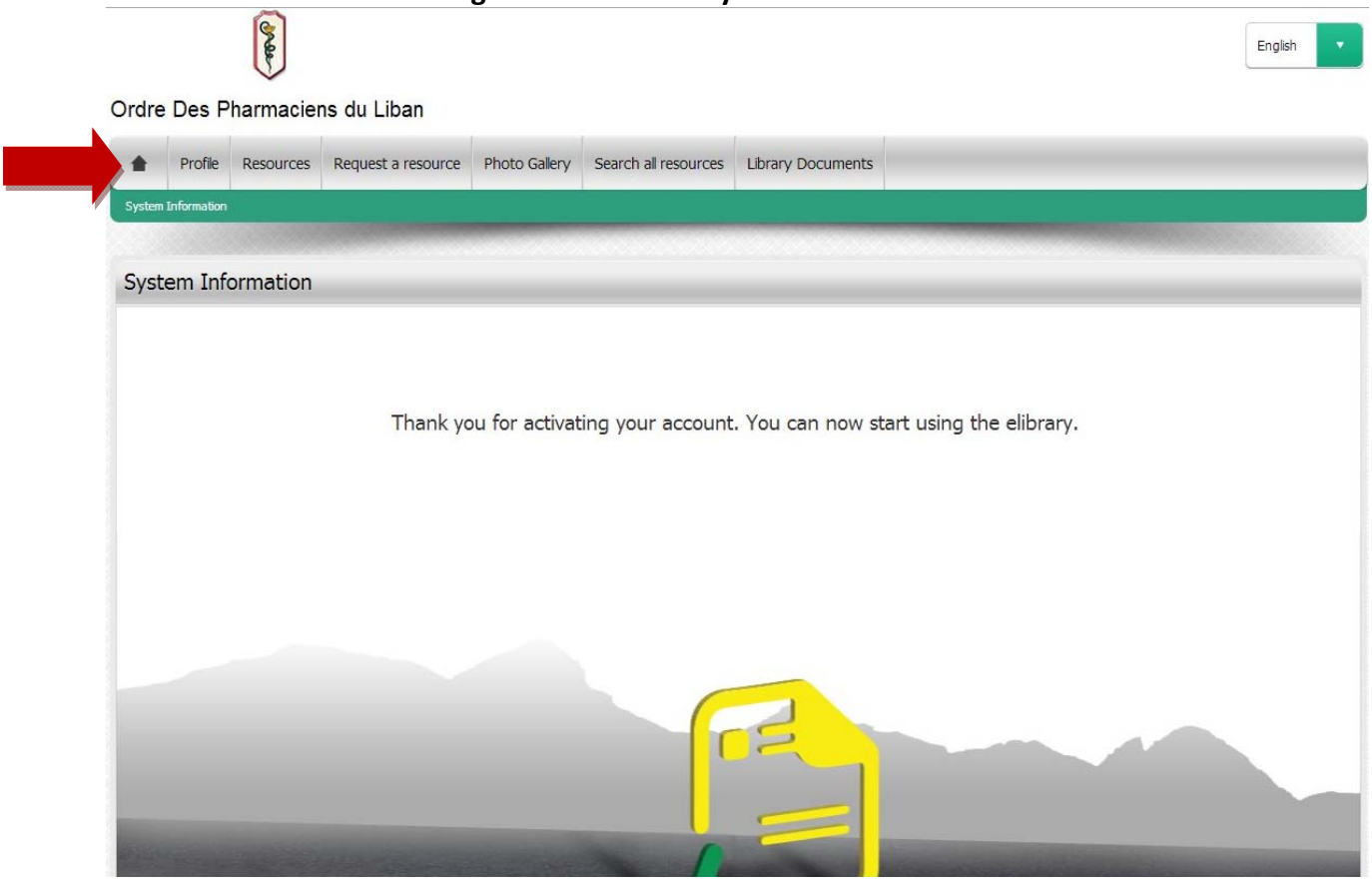
This window will appear



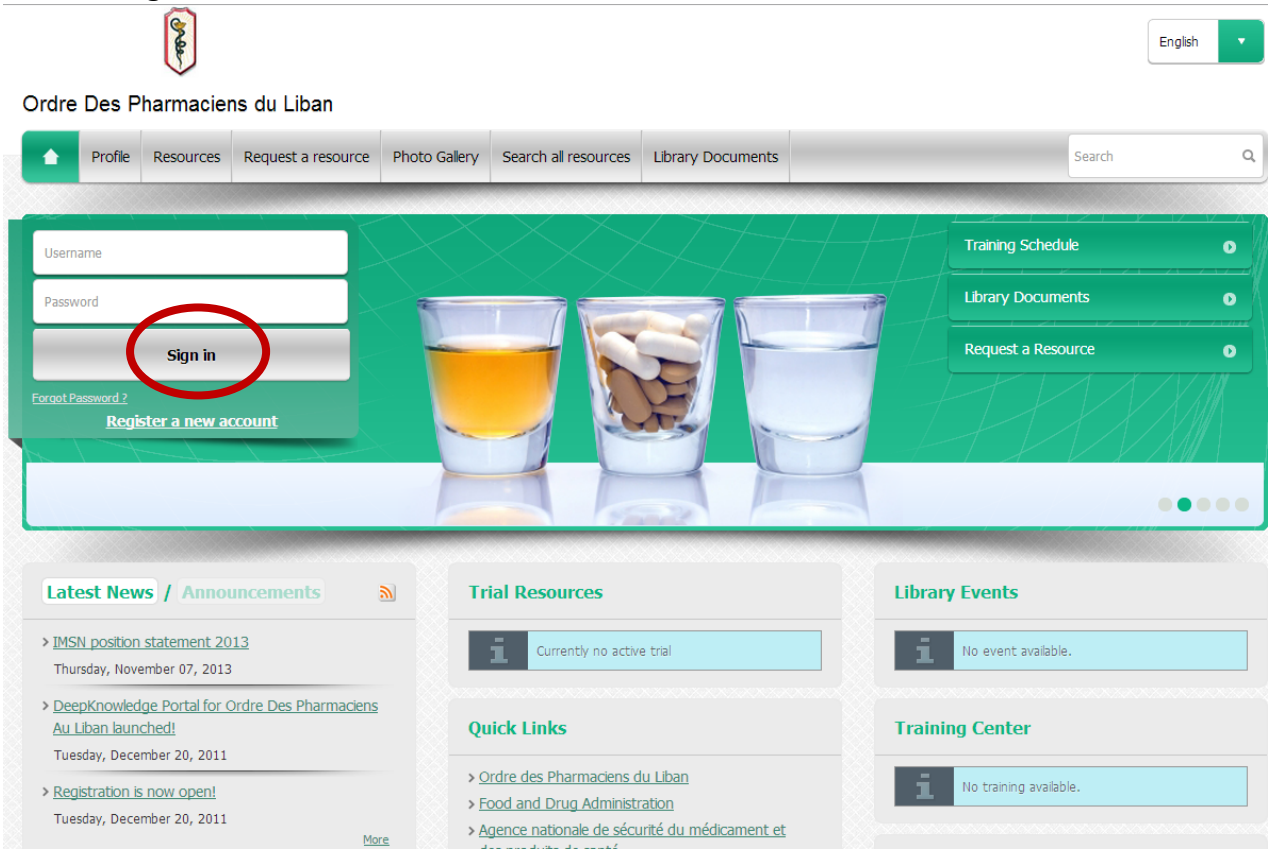
Go to your E-mail inbox and click on the "link"



You will be directed to this window
Click on the home icon to log on to the E-library

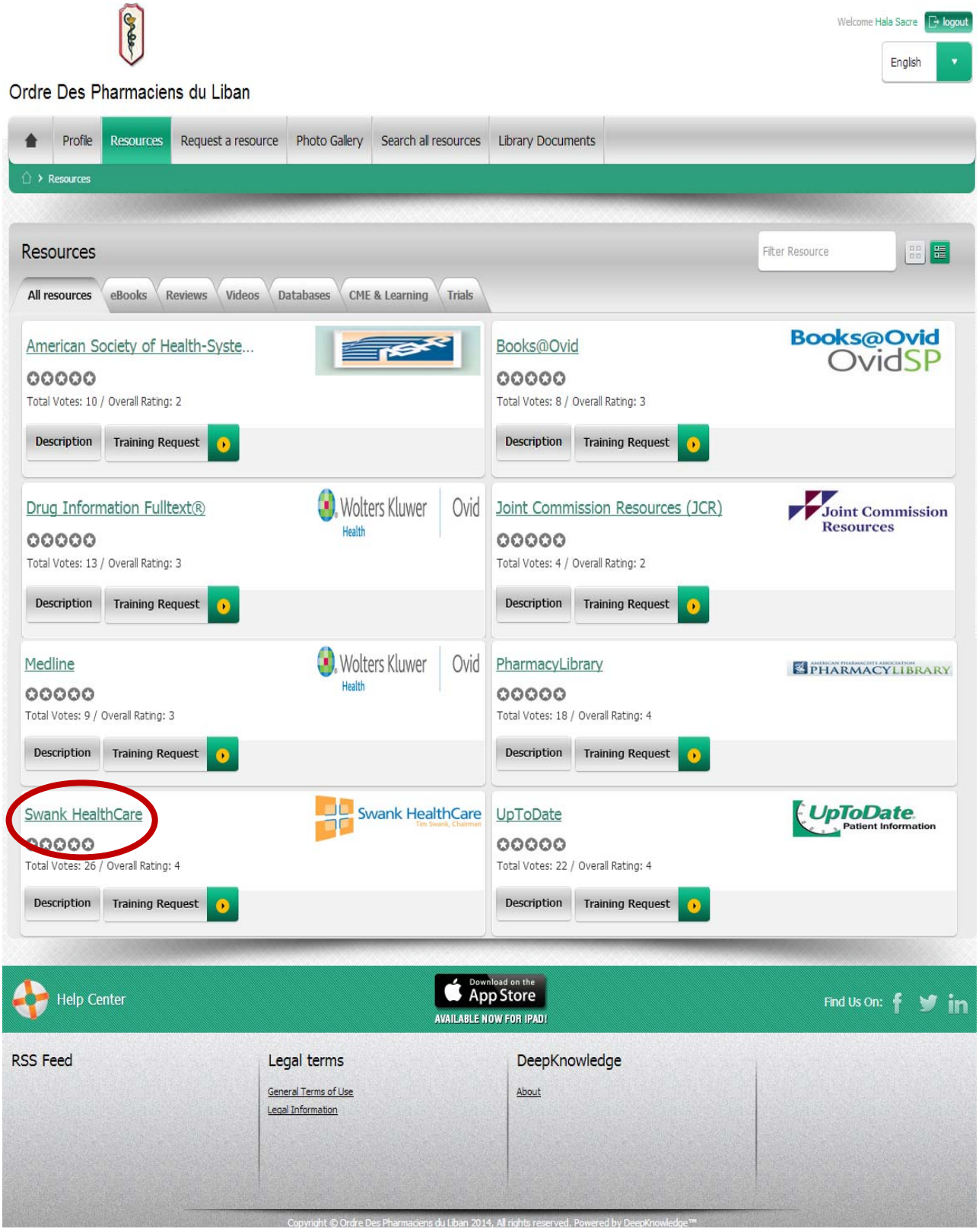


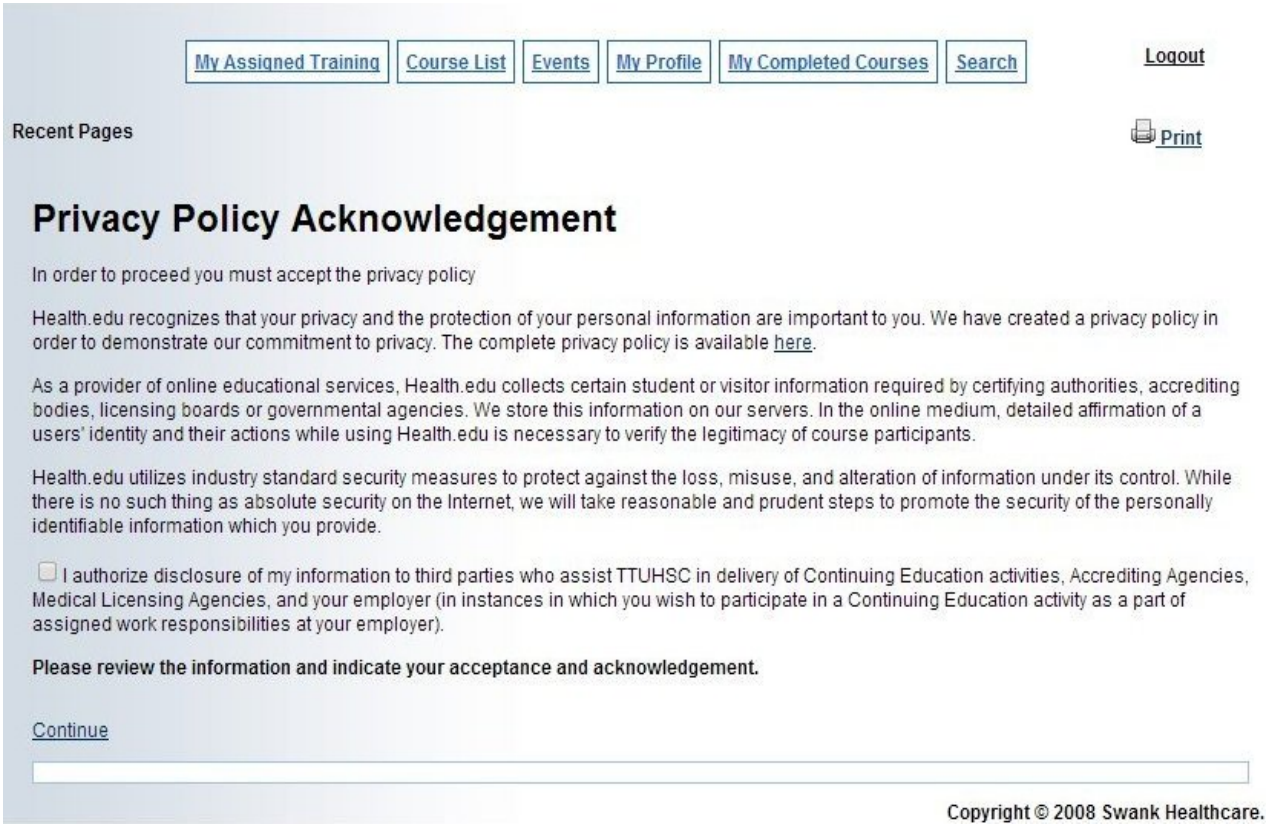
Enter your OPL e-mail and the password you created
Click on "Sign in"



STEP3: ACCESSING SWANK ON E-LIBRARY

In "Resources" click on "Swank Healthcare"




My Assigned Training
Course List
Events
My Profile
My Completed Courses
Search
Logout
Recent Pages
Print
Privacy Policy Acknowledgement
In order to proceed you must accept the privacy policy
Health.edu recognizes that your privacy and the protection of your personal information are important to you. We have created a privacy policy in order to demonstrate our commitment to privacy. The complete privacy policy is available here.
As a provider of online educational services, Health.edu collects certain student or visitor information required by certifying authorities, accrediting bodies, licensing boards or governmental agencies. We store this information on our servers. In the online medium, detailed affirmation of a users' identity and their actions while using Health.edu is necessary to verify the legitimacy of course participants.
Health.edu utilizes industry standard security measures to protect against the loss, misuse, and alteration of information under its control. While there is no such thing as absolute security on the Internet, we will take reasonable and prudent steps to promote the security of the personally identifiable information which you provide.
I authorize disclosure of my information to third parties who assist TTUHSC in delivery of Continuing Education activities, Accrediting Agencies, Medical Licensing Agencies, and your employer (in instances in which you wish to participate in a Continuing Education activity as a part of assigned work responsibilities at your employer).
Please review the information and indicate your acceptance and acknowledgement.
Continue
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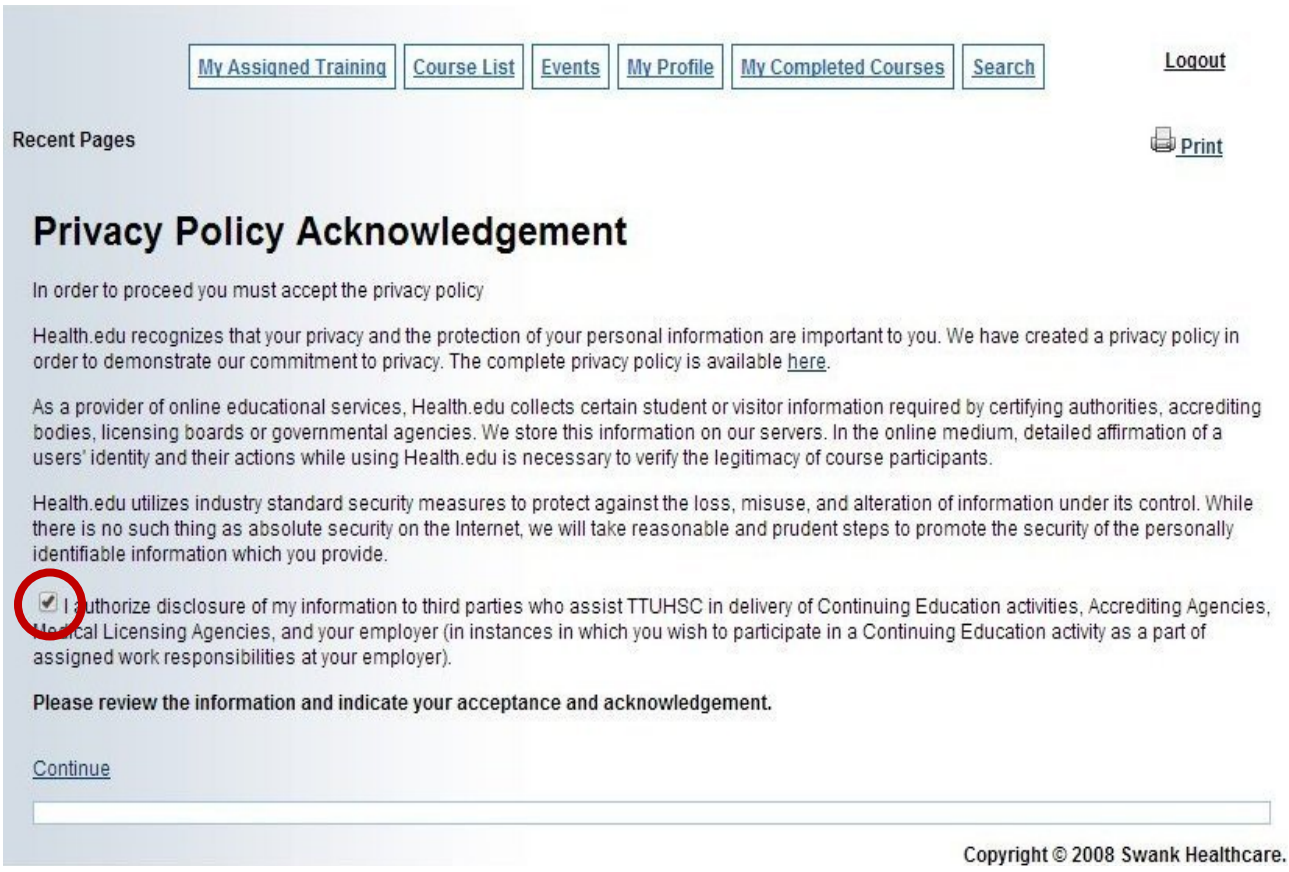
My Assigned Training
Course List
Events
My Profile
My Completed Courses
Search
Logout
Recent Pages
Print
Privacy Policy Acknowledgement
In order to proceed you must accept the privacy policy
Health.edu recognizes that your privacy and the protection of your personal information are important to you. We have created a privacy policy in order to demonstrate our commitment to privacy. The complete privacy policy is available here.
As a provider of online educational services, Health.edu collects certain student or visitor information required by certifying authorities, accrediting bodies, licensing boards or governmental agencies. We store this information on our servers. In the online medium, detailed affirmation of a users' identity and their actions while using Health.edu is necessary to verify the legitimacy of course participants.
Health.edu utilizes industry standard security measures to protect against the loss, misuse, and alteration of information under its control. While there is no such thing as absolute security on the Internet, we will take reasonable and prudent steps to promote the security of the personally identifiable information which you provide.
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Continue
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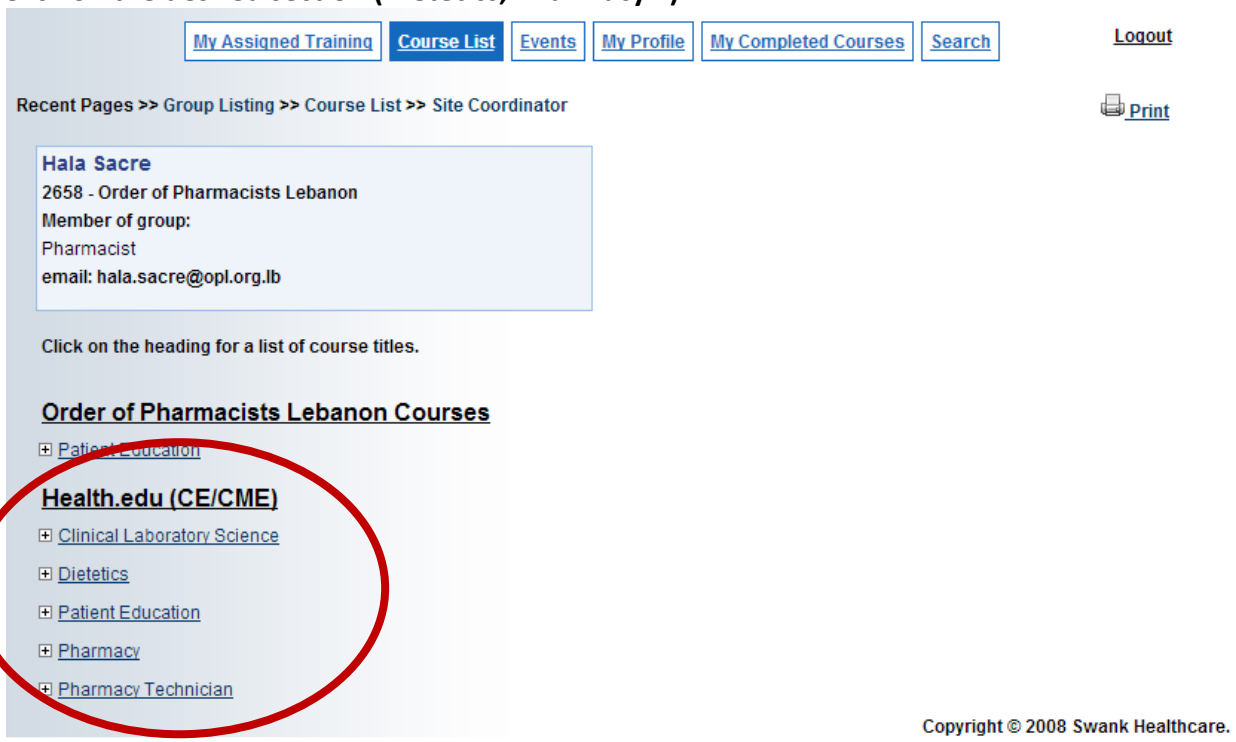
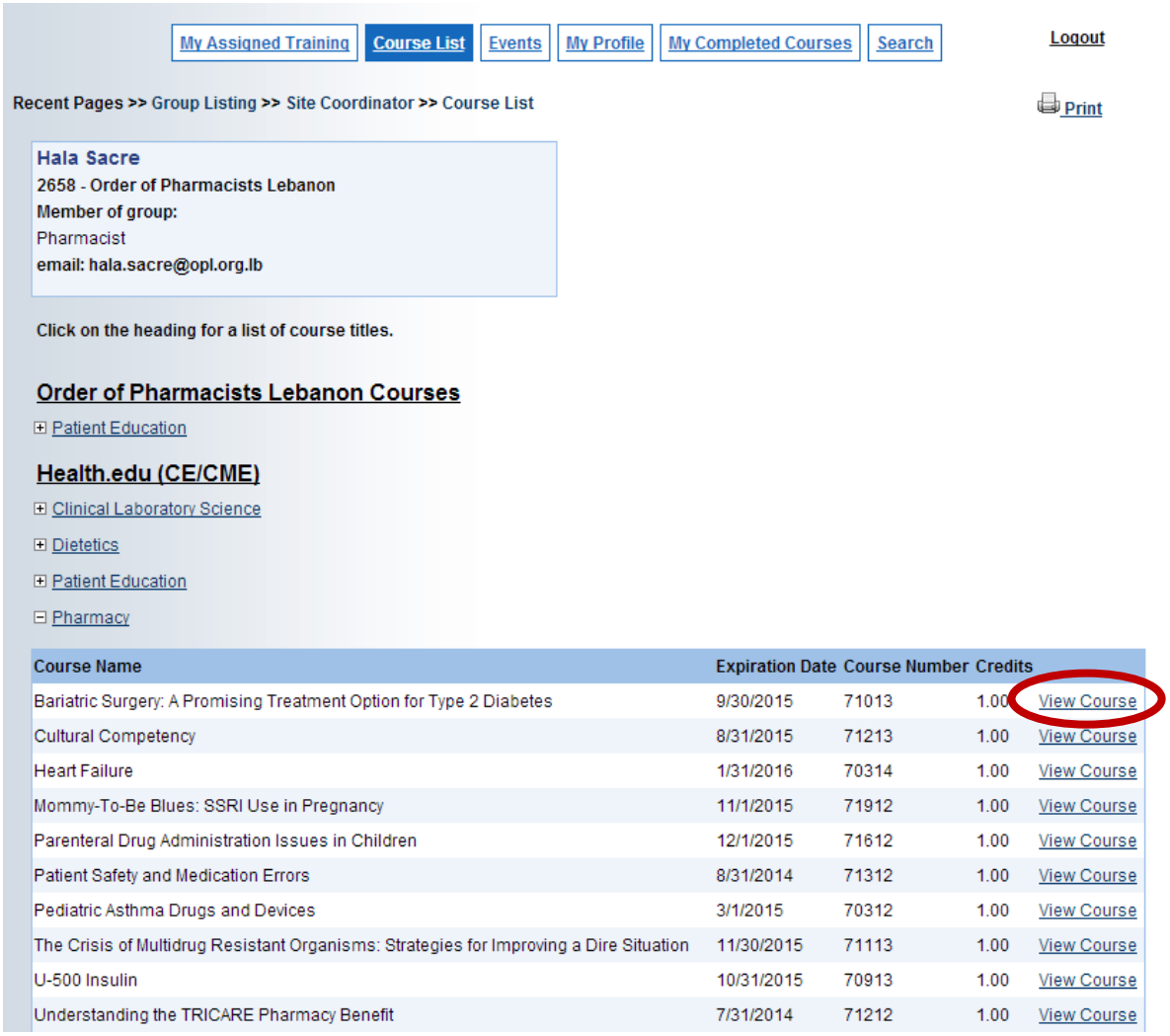
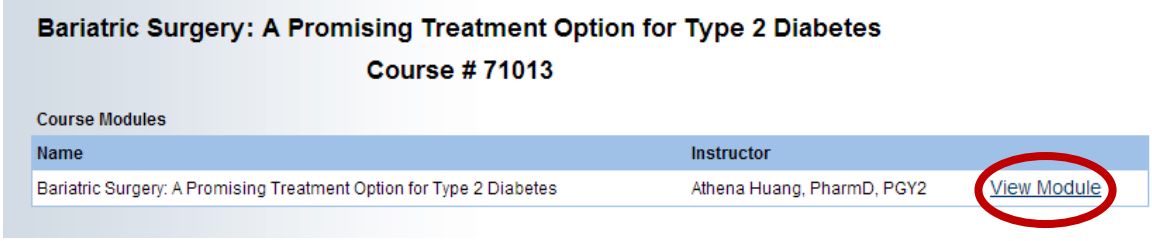
Click on the desired section (Dietetics, Pharmacy…)



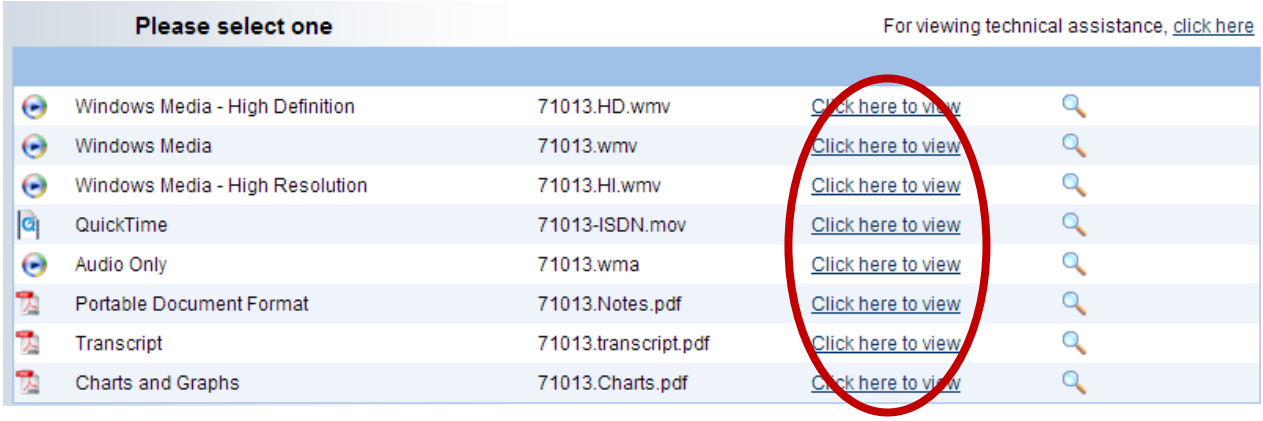
Choose a course
Click on view course



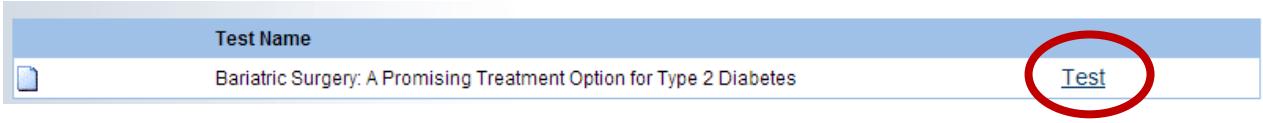
Click on view module



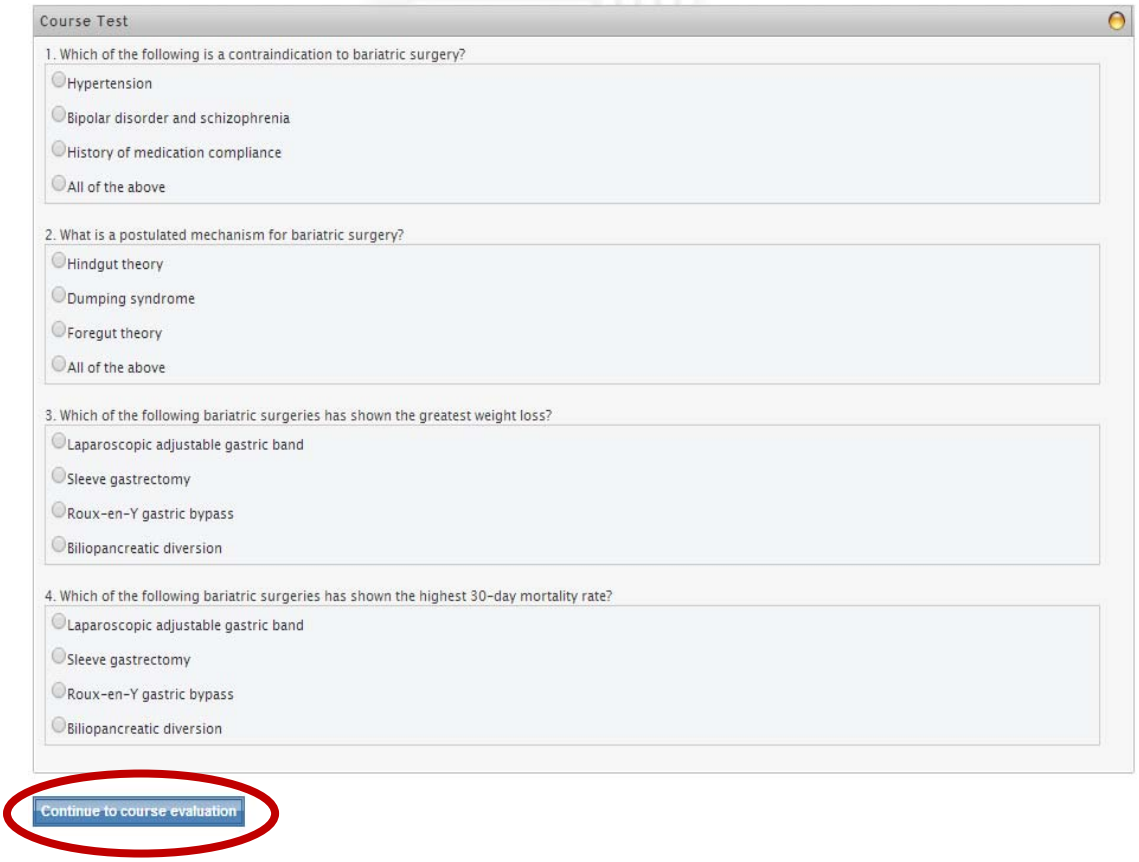
Choose your preferred format
Click on "Click here to view" to see, listen or read the full course



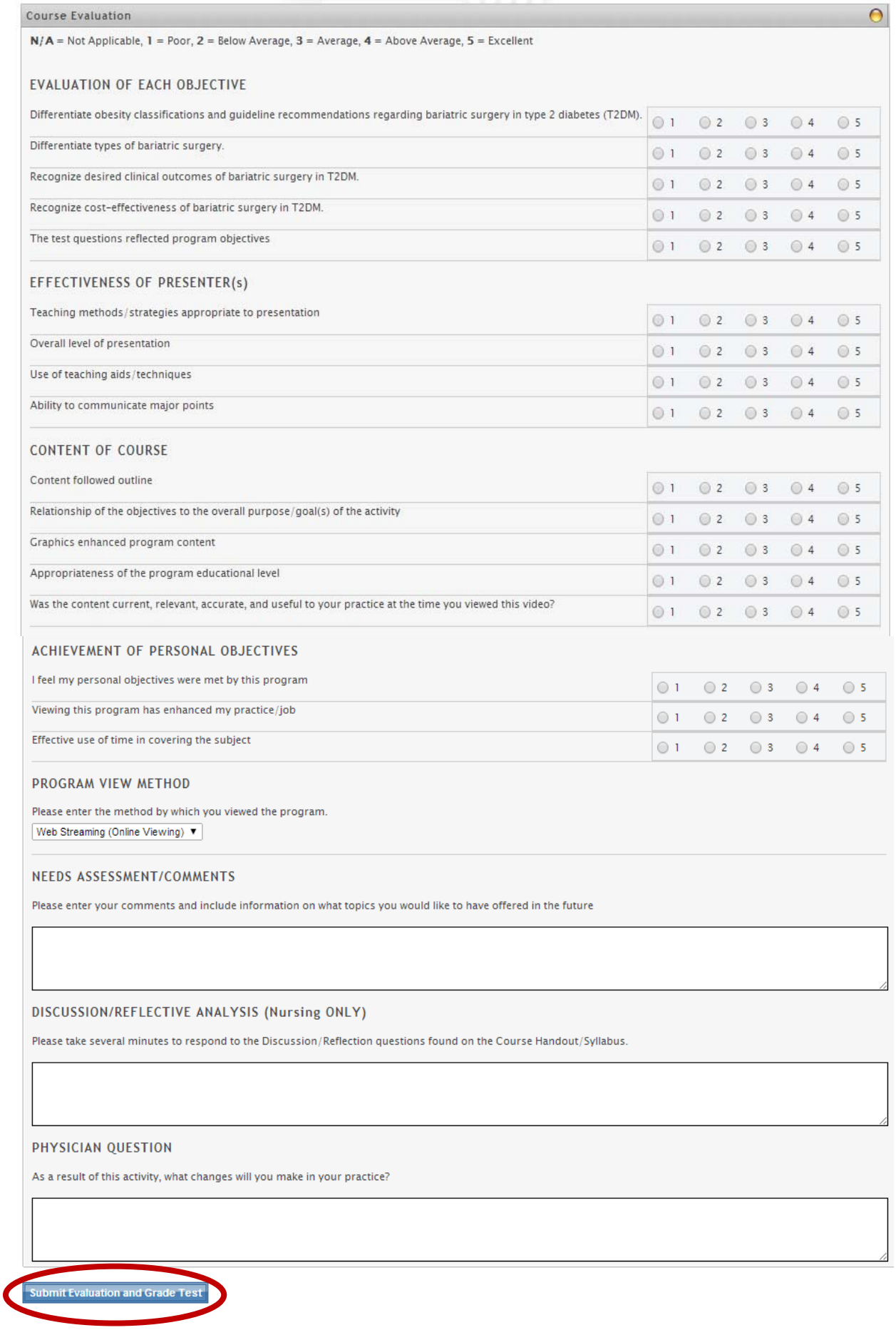
When you are ready click on "Test"



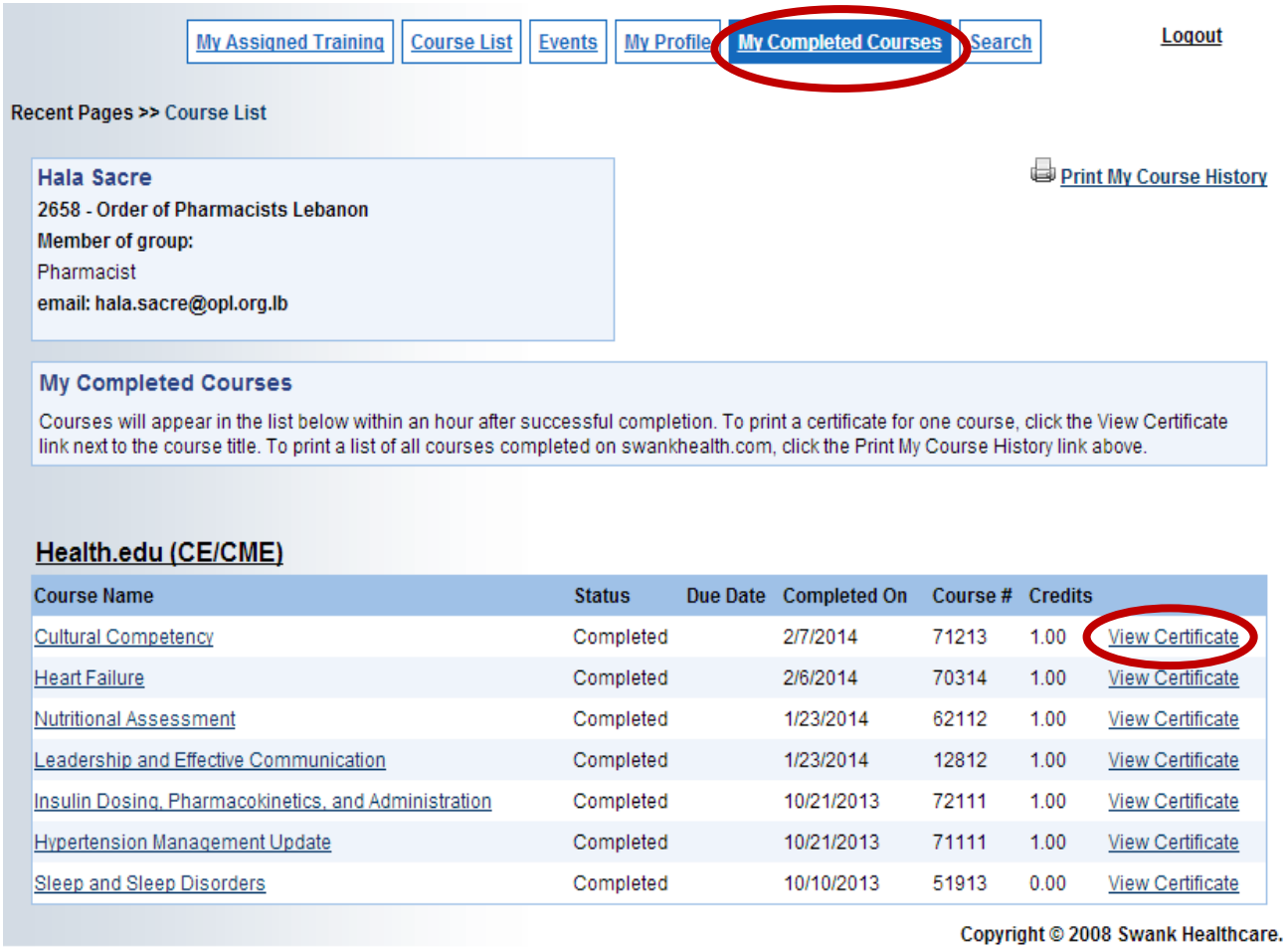
Fill the answers
Click on "Continue to course evaluation"



Fill the evaluation
Click on "Submit and grade test"



To check your credits click on "My Completed Courses"
Click on "View Certificate"



Health.edu
Texas Tech University Health Sciences Center™

DUPLICATE

Provider: Health.edu
Texas Tech University Health Sciences Center
3601 4th Street
Lubbock, TX 79430

CERTIFIES THAT
HALA SACRE (PHARM. D.)
2658 Order of Pharmacists Lebanon - , IT
HAS BEEN AWARDED 1 CONTACT HOURS FOR

71213 Cultural Competency Approval # 00096-9999-13-026-H04-P 0096-9999-13-026-H04-T

Program Expiration Date: 8/31/2015
Instructor: Kenna D. Payne, PharmD, BCPS
Date Completed: 2/7/2014 8:02 AM

ACPE

Director of Continuing Education The School of Pharmacy

Pharmacy : Pharmacy : Texas Tech University Health Sciences Center School of Pharmacy is accredited by the Accreditation Council for Pharmacy Education as a provider of continuing pharmacy education.

Knowledge-based program with UAN #00096-9999-13-026-H04-P 0096-9999-13-026-H04-T.

Health.edu reports Florida Continuing Education (Contact Hours) to CE Broker.

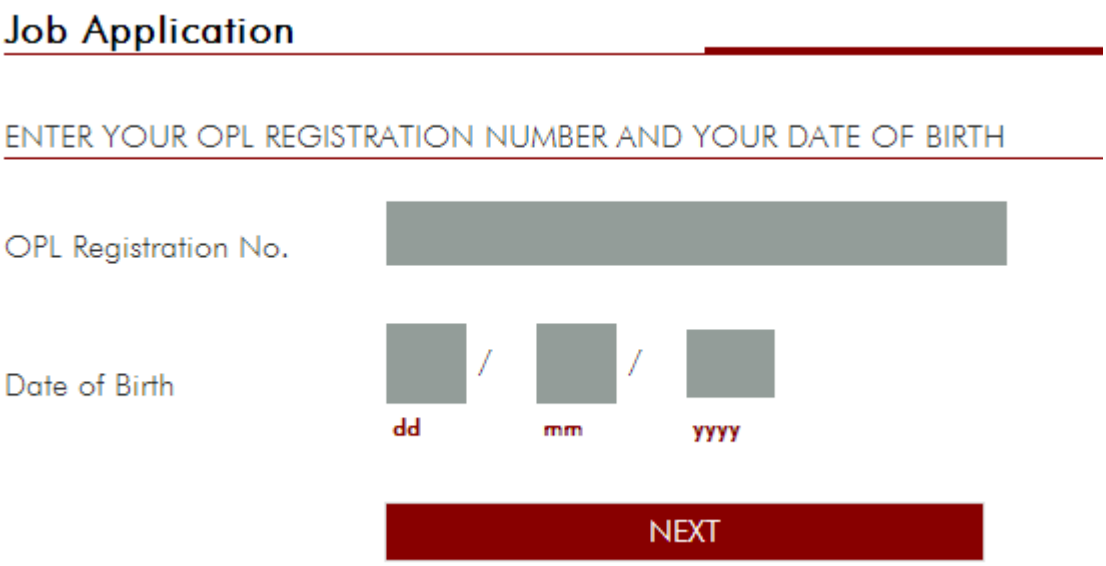
OPL Recruitment Service

For Job Seekers

1. Go to www.opl.org.lb

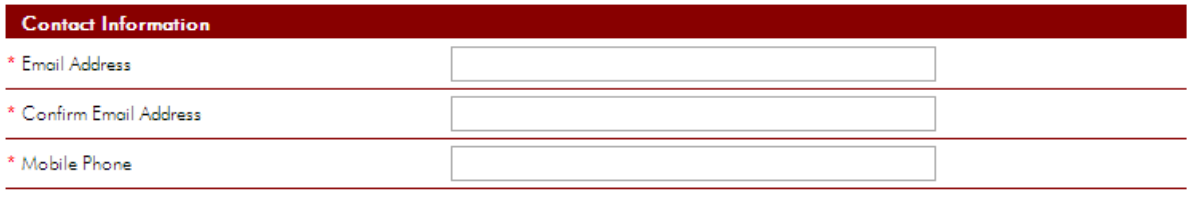
2. Click on “Careers”

3. You need to submit a “Job Application” by first filling your OPL Registration number and date of birth. Now click “Next”

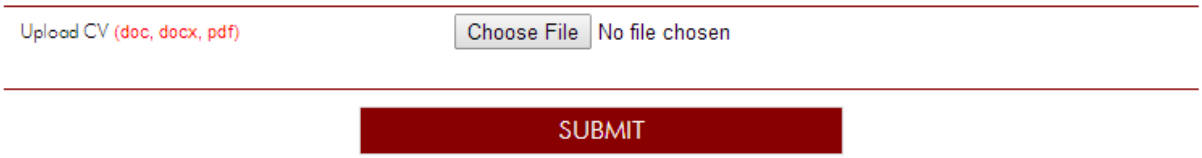


4. The application will open and you can now fill your Personal information, Contact Information, Target Position, Experience and Education

5. Make sure to fill your active email account that you use on daily basis (such as ---@opl.org.lb, ---@hotmail.com, ---@gmail.com) in order for the recruiter or OPL recruitment service to contact you.



6. After you fill the form, you need to upload your CV into our system. Press "Choose File" in order to attached your CV. The only accepted file formats are doc, docx or pdf.
   Please note that uploading your CV is not obligatory but highly recommended.



7. Click "Submit" in order to submit your application to the OPL Recruitment Service.

8. The Recruitment Committee will review your application and match your goal and qualification to available job vacancies.

9. If the recruiter finds interest in your application, then they will contact you directly and schedule an interview.

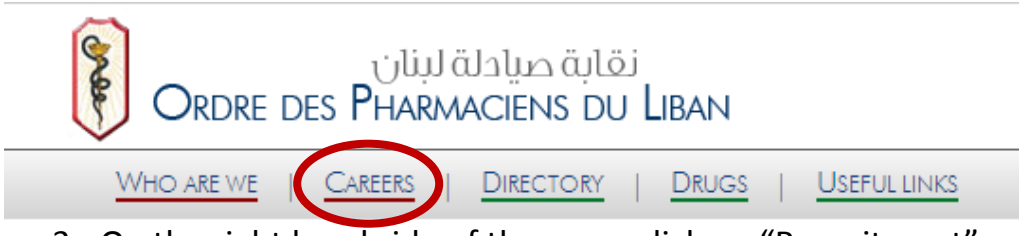
10. Once you are hired, please send an email to recruitment@opl.org.lb in order not to forward your application to other available vacancies.

Good Luck!!!

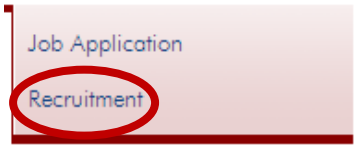
For Recruiters

1. Go to www.opl.org.lb

2. Click on “Careers”

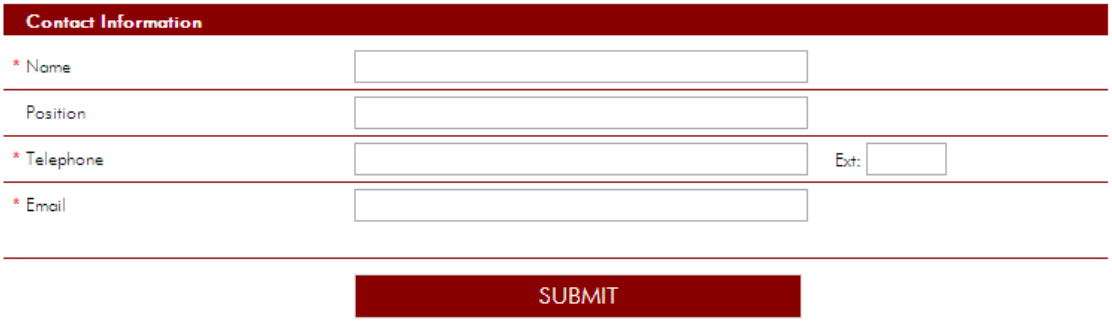


3. On the right hand side of the page, click on “Recruitment”



4. Fill out the application form stating all the information related to this vacancy. Please note that each position require a separate form.

5. At the end of the application form, you need to fill the “Contact Information” in order for the Recruitment Committee to send you the matching CVs. Please note that the contact information will not be shared with the Job seekers.



6. Click “Submit” in order to submit your application to the OPL Recruitment Service. Matching CVs will be sent directly to your email.

For any special request, kindly send an email to
recruitment@opl.org.lb

ENJOY OPL NEW SERVICES!!