

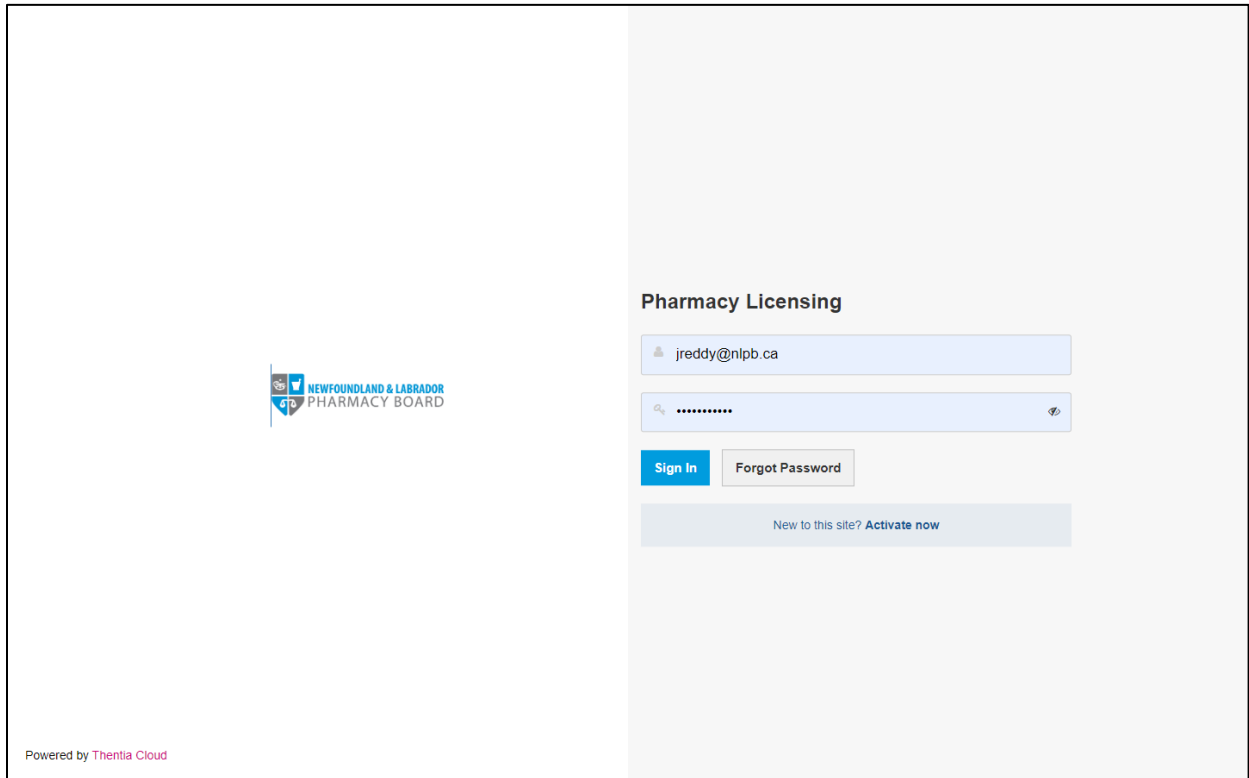
NLPB Pharmacy Portal

User Guide

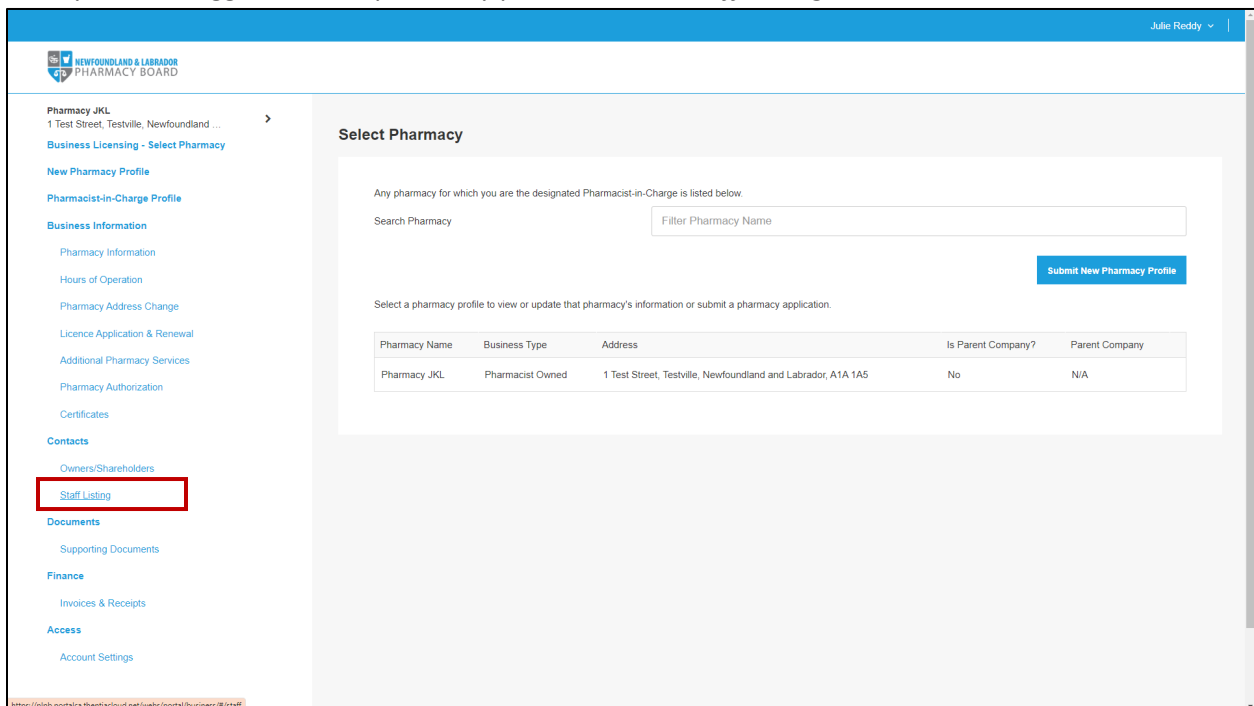
Adding/Updating Staff Listing

Updated October 19, 2023

1. Log into the [NLPB Pharmacy Portal](#).

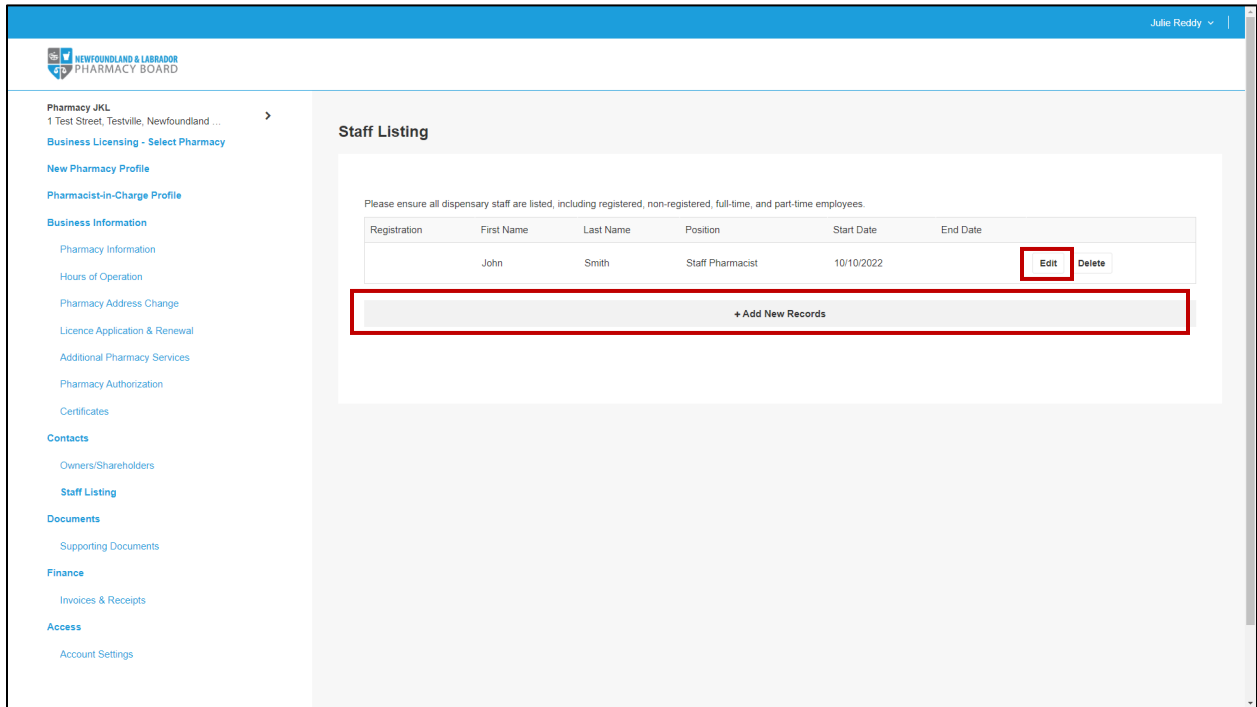


2. Once you have logged into the pharmacy profile, click on *Staff Listing* on the side menu.



- 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.*



Pharmacy JKL
1 Test Street, Testville, Newfoundland ...

Business Licensing - Select Pharmacy

New Pharmacy Profile

Pharmacist-in-Charge Profile

Business Information

- Pharmacy Information
- Hours of Operation
- Pharmacy Address Change
- Licence Application & Renewal
- Additional Pharmacy Services
- Pharmacy Authorization
- Certificates

Contacts

- Owners/Shareholders
- Staff Listing

Documents

- Supporting Documents

Finance

- Invoices & Receipts

Access

- Account Settings

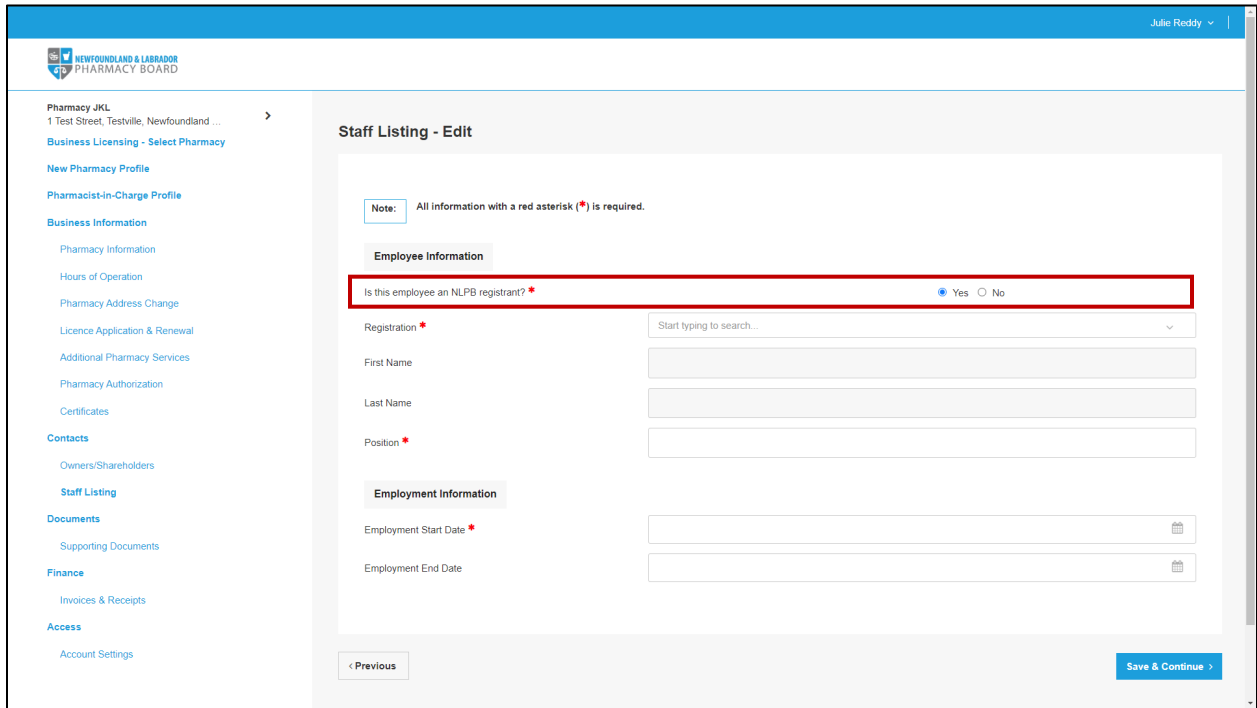
Staff Listing

Please ensure all dispensary staff are listed, including registered, non-registered, full-time, and part-time employees.

Registration	First Name	Last Name	Position	Start Date	End Date	
	John	Smith	Staff Pharmacist	10/10/2022		Edit Delete

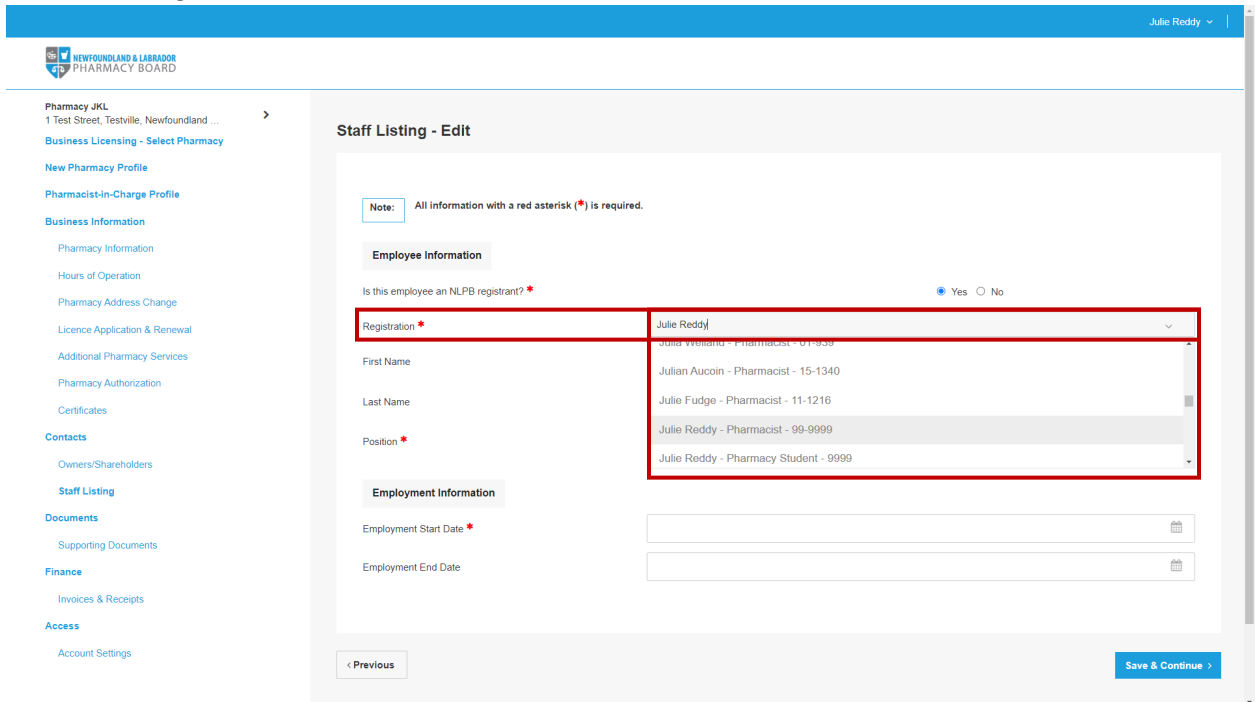
[+ Add New Records](#)

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



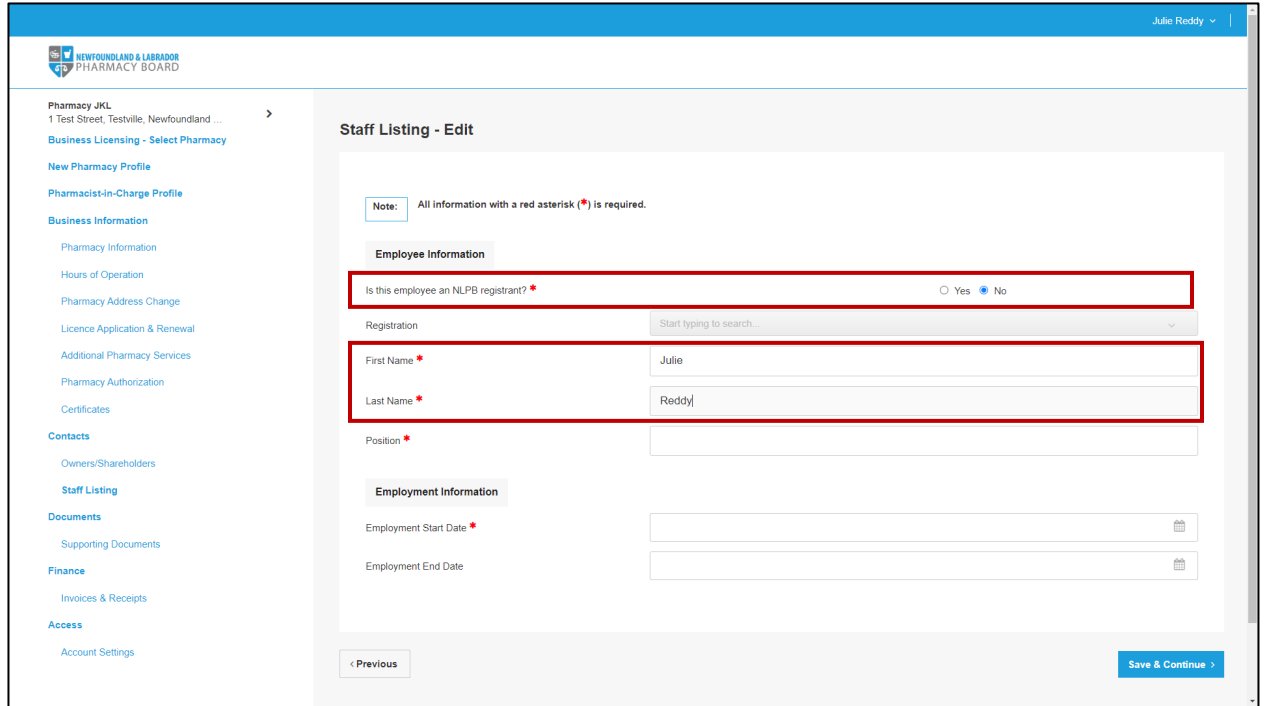
The screenshot shows the 'Staff Listing - Edit' form in the Newfoundland & Labrador Pharmacy Board system. The form is divided into several sections: 'Employee Information', 'Registration', 'Employment Information', and 'Contacts'. The 'Employee Information' section contains the field 'Is this employee an NLPB registrant?' with radio buttons for 'Yes' and 'No'. This field is highlighted with a red box. Below it are fields for 'Registration', 'First Name', 'Last Name', and 'Position'. The 'Employment Information' section includes 'Employment Start Date' and 'Employment End Date'. A 'Note' at the top states: 'All information with a red asterisk (*) is required.' The form has a 'Previous' button on the left and a 'Save & Continue' button on the right.

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



The screenshot shows the 'Staff Listing - Edit' form with the 'Registration' dropdown menu open. The dropdown menu is highlighted with a red box and displays a list of registrants. The first registrant, 'Julie Reddy', is selected. The list includes: 'Julie Reddy - Pharmacist - 01-939', 'Julian Aucoin - Pharmacist - 15-1340', 'Julie Fudge - Pharmacist - 11-1216', 'Julie Reddy - Pharmacist - 99-9999', and 'Julie Reddy - Pharmacy Student - 9999'. The 'Registration' field is also highlighted with a red box. The rest of the form, including the 'Employee Information' and 'Employment Information' sections, remains the same as in the previous screenshot.

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



Staff Listing - Edit

Note: All information with a red asterisk (*) is required.

Employee Information

Is this employee an NLPB registrant? * Yes No

Registration

First Name *

Last Name *

Position *

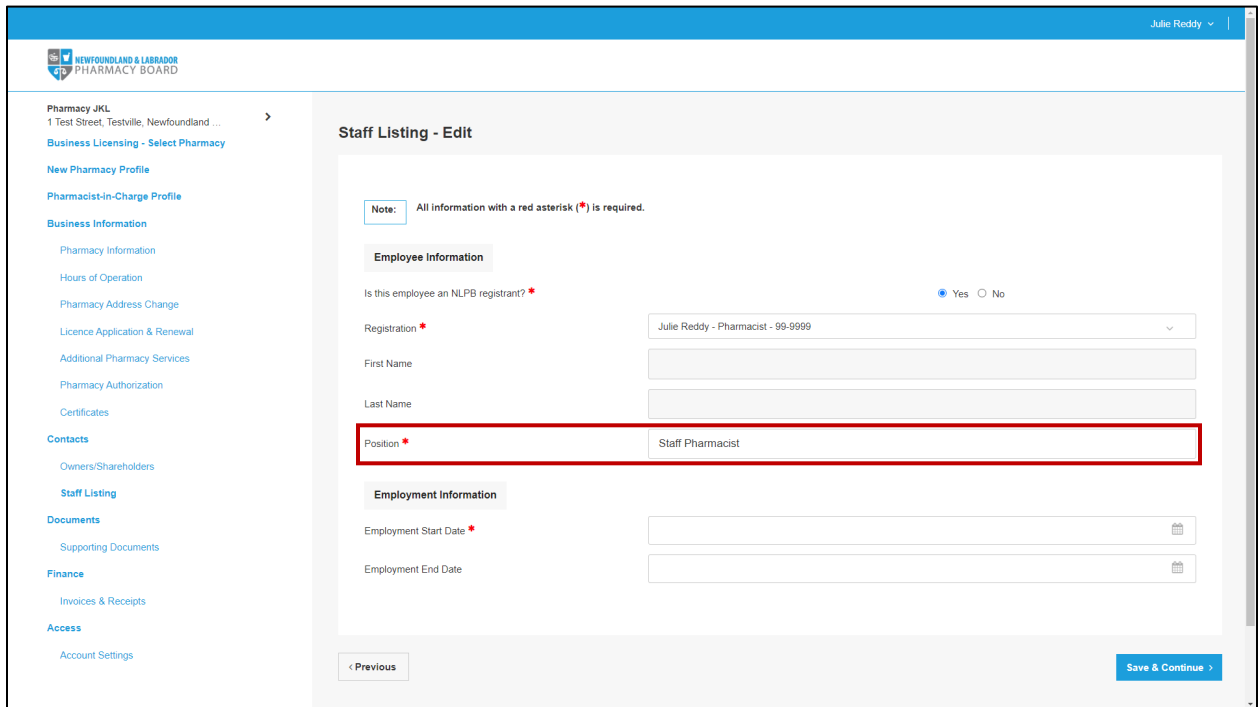
Employment Information

Employment Start Date *

Employment End Date

< Previous Save & Continue >

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



Staff Listing - Edit

Note: All information with a red asterisk (*) is required.

Employee Information

Is this employee an NLPB registrant? * Yes No

Registration *

First Name

Last Name

Position *

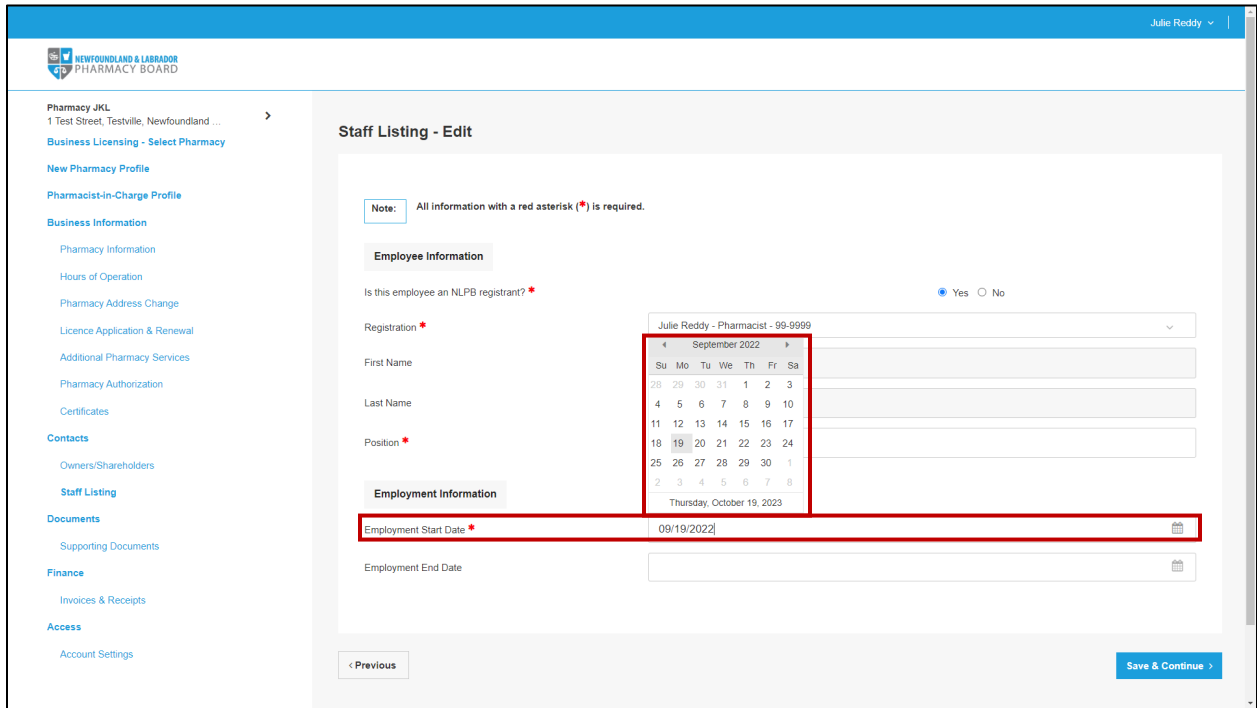
Employment Information

Employment Start Date *

Employment End Date

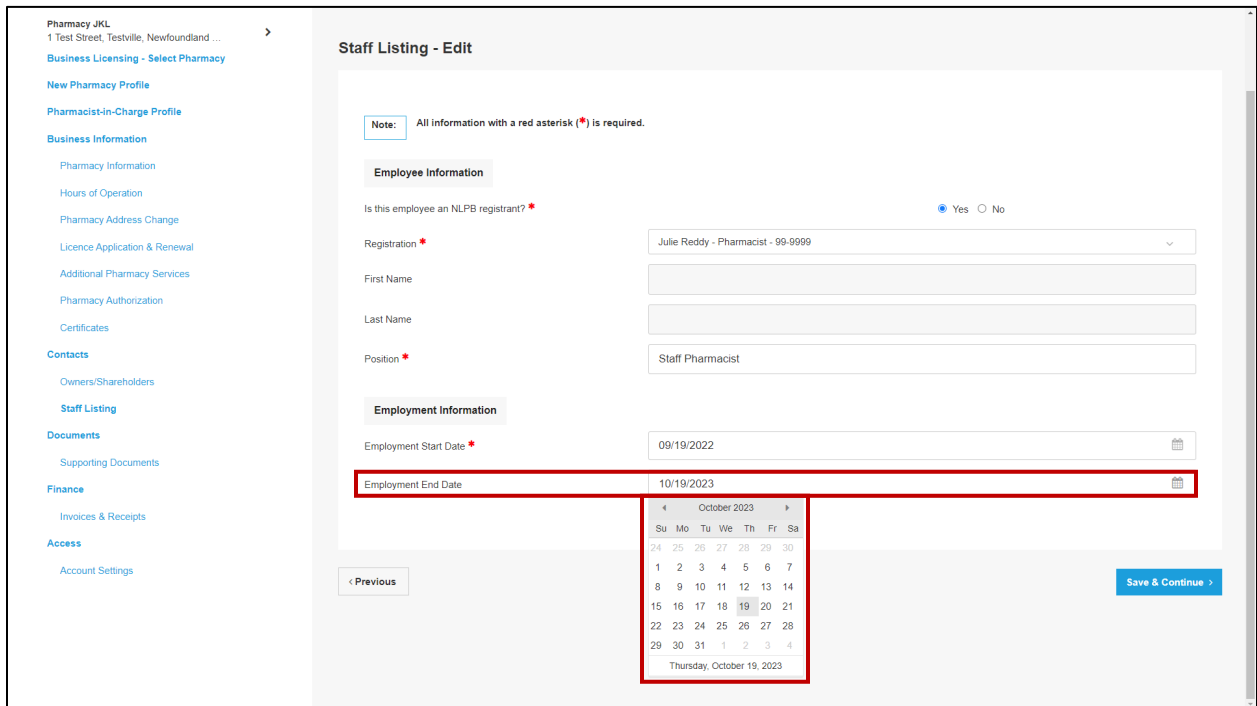
< Previous Save & Continue >

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



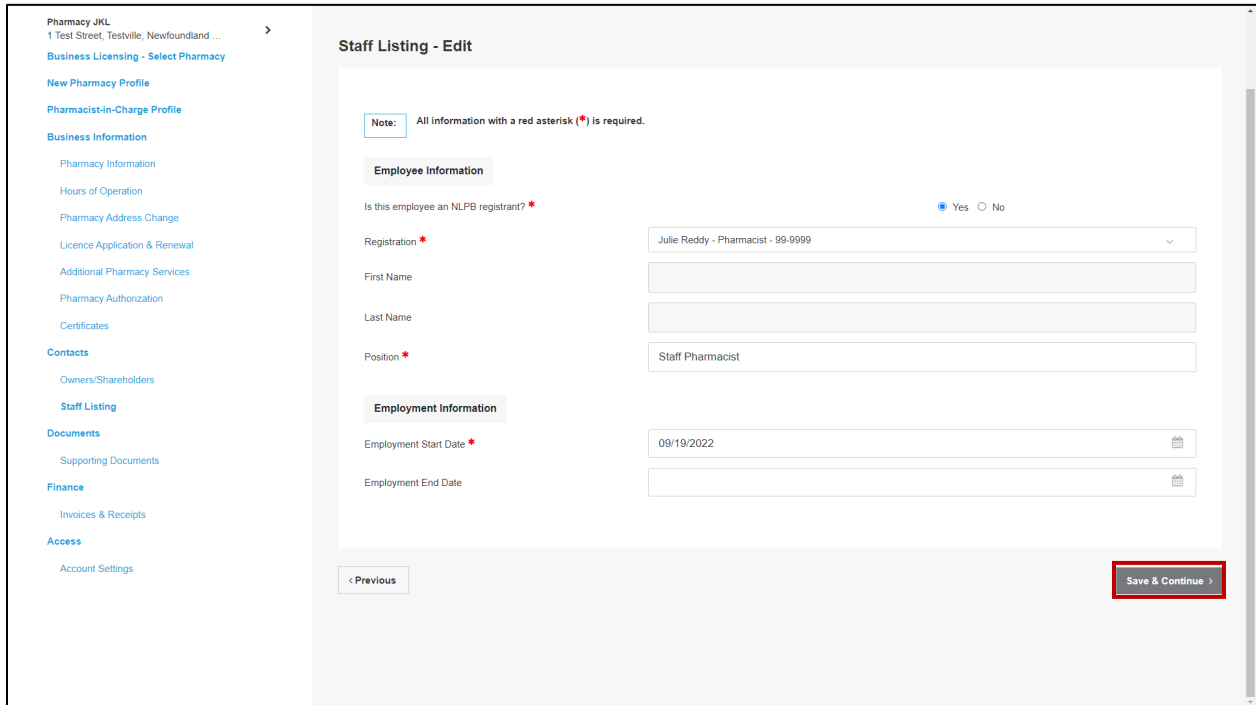
The screenshot shows the 'Staff Listing - Edit' form for Pharmacy JKL. The 'Employment Information' section is highlighted with a red box. The 'Employment Start Date' field is set to '09/19/2022' and has a calendar icon. A calendar popup is open, showing the month of September 2022. The date '19' is selected. The 'Employment End Date' field is empty and also has a calendar icon.

- 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.



The screenshot shows the 'Staff Listing - Edit' form for Pharmacy JKL. The 'Employment Information' section is highlighted with a red box. The 'Employment Start Date' field is set to '09/19/2022'. The 'Employment End Date' field is set to '10/19/2023' and has a calendar icon. A calendar popup is open, showing the month of October 2023. The date '19' is selected. The 'Employment Start Date' field is also highlighted with a red box.

- 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

Note: All information with a red asterisk (*) is required.

Employee Information

Is this employee an NLPB registrant? Yes No

Registration * Julie Reddy - Pharmacist - 99-9999

First Name

Last Name

Position * Staff Pharmacist

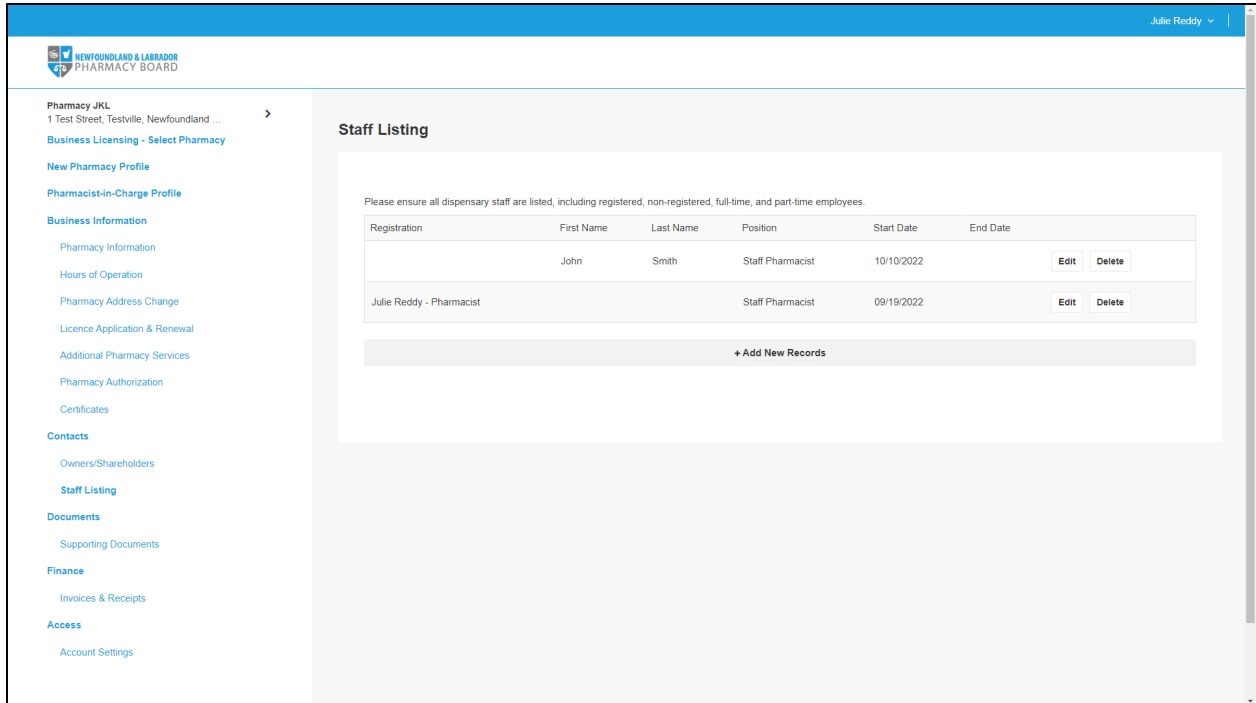
Employment Information

Employment Start Date * 09/19/2022

Employment End Date

< Previous Save & Continue >

- 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

Staff Listing

Please ensure all dispensary staff are listed, including registered, non-registered, full-time, and part-time employees.

Registration	First Name	Last Name	Position	Start Date	End Date	
	John	Smith	Staff Pharmacist	10/10/2022		Edit Delete
Julie Reddy - Pharmacist			Staff Pharmacist	09/19/2022		Edit Delete

[+ Add New Records](#)