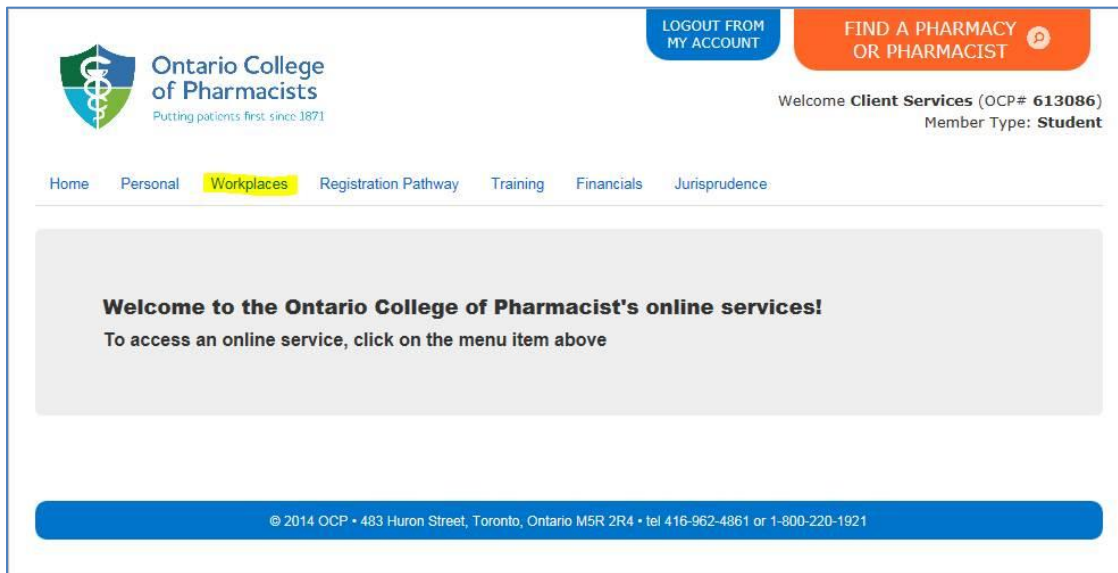


NEW – REPORTING WORK PLACEMENT TO ONTARIO COLLEGE OF PHARMACISTS

The College recently updated the online services available to Students to include the ability to add a workplace. The *Notice of Pharmacy Work Placement* form previously used to report a place of practice to the College is no longer required and has been removed from our website.

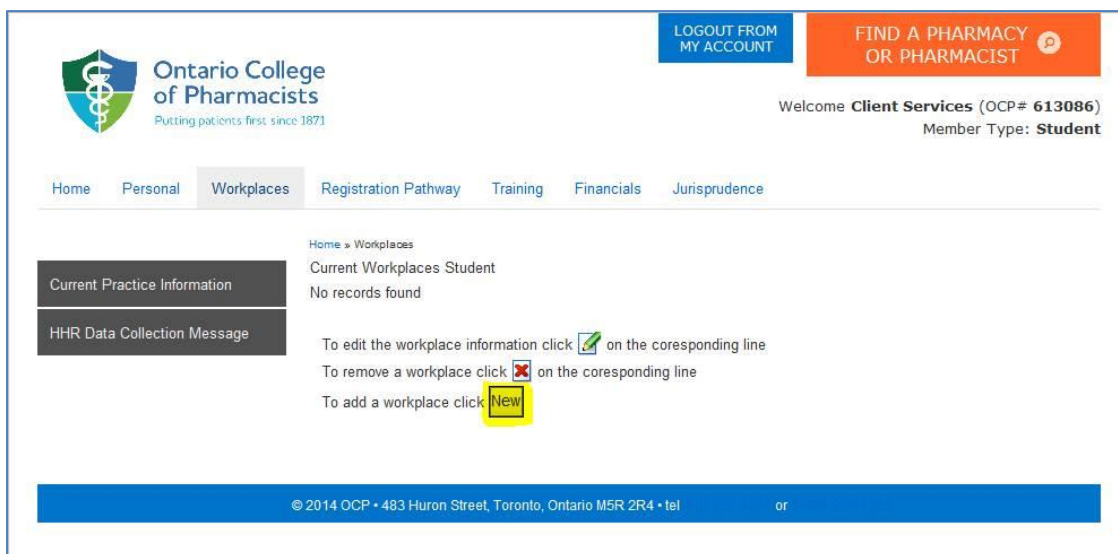
To add a workplace, Students must login to their account at www.ocpinfo.com and follow the instructions listed below:

- 1) Select **Workplaces** from the main menu options:



The screenshot shows the Ontario College of Pharmacists website. The header includes the logo, the text "Ontario College of Pharmacists" with the tagline "Putting patients first since 1871", and a navigation menu with items: Home, Personal, Workplaces (highlighted in yellow), Registration Pathway, Training, Financials, and Jurisprudence. In the top right corner, there are buttons for "LOGOUT FROM MY ACCOUNT" and "FIND A PHARMACY OR PHARMACIST". Below the navigation, a welcome message reads: "Welcome Client Services (OCP# 613086) Member Type: Student". A central grey box contains the text: "Welcome to the Ontario College of Pharmacists' online services! To access an online service, click on the menu item above". At the bottom, a blue footer bar contains the copyright information: "© 2014 OCP • 483 Huron Street, Toronto, Ontario M5R 2R4 • tel 416-962-4861 or 1-800-220-1921".

- 2) Click **New** to add a workplace:



The screenshot shows the "Workplaces" page on the Ontario College of Pharmacists website. The navigation menu is the same as in the previous screenshot. The main content area shows "Home » Workplaces" and "Current Workplaces Student" with "No records found". Below this, there are instructions: "To edit the workplace information click [edit icon] on the corresponding line", "To remove a workplace click [X icon] on the corresponding line", and "To add a workplace click [New button]". The "New" button is highlighted in yellow. The footer bar is identical to the previous screenshot.

3) Select the **Type** of workplace (either Pharmacy, Hospital or Non-Accredited):

Ontario College of Pharmacists
Putting patients first, since 1871

LOGOUT FROM MY ACCOUNT

FIND A PHARMACY OR PHARMACIST

Welcome **Client Services** (OCP# 613086)
Member Type: **Student**

Home Personal Workplaces Registration Pathway Training Financials Jurisprudence

Home » Workplaces

Search Workplace to be Added

Current Practice Information

HHR Data Collection Message

Use the Public Register to find the Accreditation Number of the workplace you want to add
members.ocpinfo.com/search

Type

- All
- Pharmacy
- Hospital
- Non-Accredited

Enter Accreditation Number

Cancel Search

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4) Enter the **Accreditation Number** of the pharmacy and click **Search**:

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LOGOUT FROM MY ACCOUNT

FIND A PHARMACY OR PHARMACIST

Welcome **Client Services** (OCP# 613086)
Member Type: **Student**

Home Personal Workplaces Registration Pathway Training Financials Jurisprudence

Home » Workplaces

Search Workplace to be Added

Current Practice Information

HHR Data Collection Message

Use the Public Register to find the Accreditation Number of the workplace you want to add
members.ocpinfo.com/search

Type

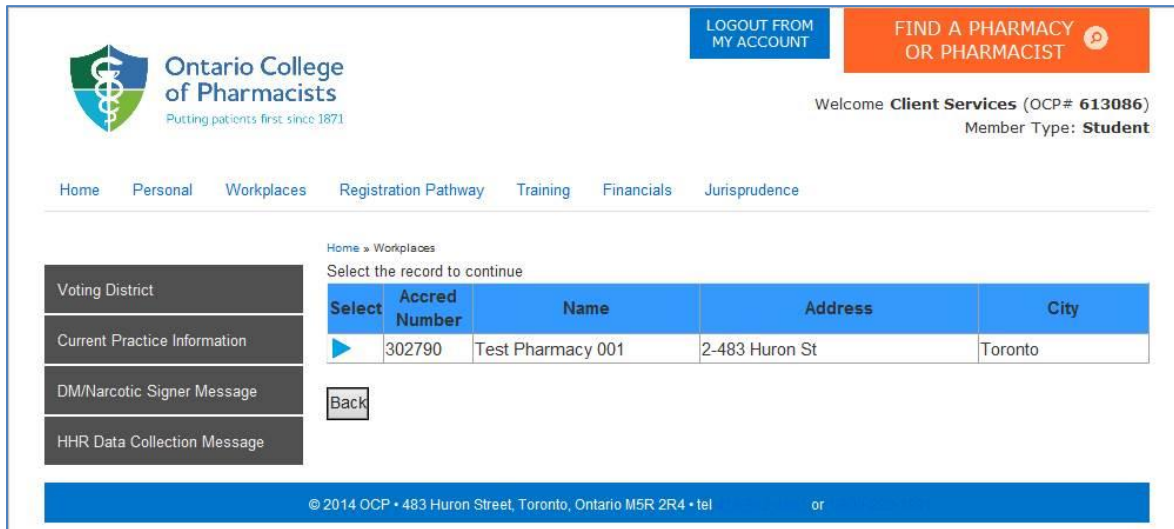
Pharmacy

Enter Accreditation Number

Cancel Search

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5) Click blue arrow  to select the workplace:




Ontario College of Pharmacists
Putting patients first, since 1871

LOGOUT FROM MY ACCOUNT FIND A PHARMACY OR PHARMACIST

Welcome **Client Services** (OCP# 613086)
Member Type: **Student**

Home Personal Workplaces Registration Pathway Training Financials Jurisprudence

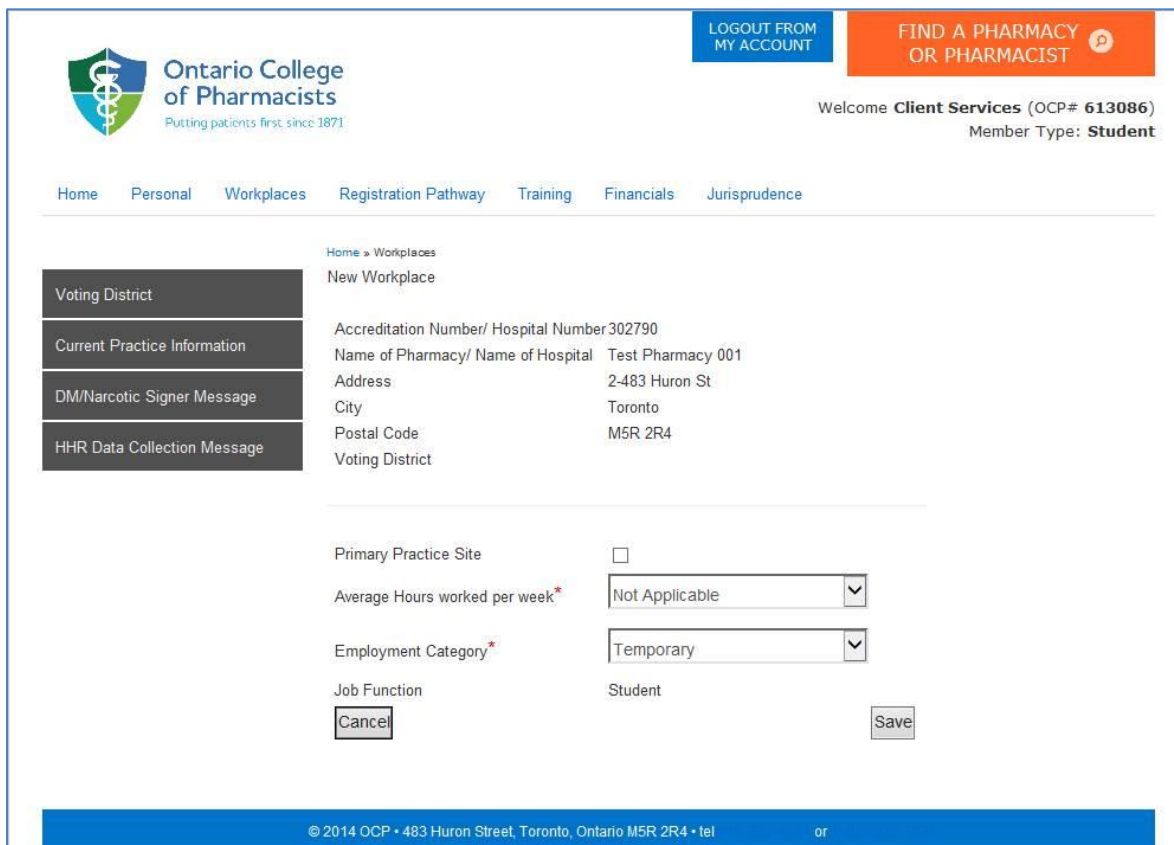
Home » Workplaces
Select the record to continue

Select	Accred Number	Name	Address	City
	302790	Test Pharmacy 001	2-483 Huron St	Toronto

Back

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6) Click **Save** to add the workplace. Students are not required to declare a workplace as their Primary Practice Site, or select Average Hours worked per week or Employment Category:



Ontario College of Pharmacists
Putting patients first, since 1871

LOGOUT FROM MY ACCOUNT FIND A PHARMACY OR PHARMACIST

Welcome **Client Services** (OCP# 613086)
Member Type: **Student**

Home Personal Workplaces Registration Pathway Training Financials Jurisprudence

Home » Workplaces
New Workplace

Accreditation Number/ Hospital Number 302790
Name of Pharmacy/ Name of Hospital Test Pharmacy 001
Address 2-483 Huron St
City Toronto
Postal Code M5R 2R4
Voting District

Primary Practice Site

Average Hours worked per week* Not Applicable

Employment Category* Temporary

Job Function Student

Cancel Save

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