

**Order of Pharmacists of Lebanon**

**نقابة صيادلة لبنان**



**OPL New  
Web Services**

**USER'S GUIDE**

**SECOND EDITION**

***PREPARED BY:***

**OPL – DRUG INFORMATION CENTER**

**Beirut, October 2013**

## FOREWORD

Dear colleague,

Good pharmacy practice requires continuous educational development of 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 second edition of the user's guide that was first edited in 2012, you will find all you need to help you use and get the best of OPL's web services, accessible and/or downloadable through [www.opl.org.lb](http://www.opl.org.lb)

### 1. 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

### 2. The OPLconnect application

This is a Windows-based application which will allow OPL to send you:

- Reminders: congress, pharmacy day, sport event...
- Alerts: withdrawal of a drug, drug labeling change...
- Important links
- News: price variation, OPL activities...

### 3. The OPL e-Library

An easy and 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

### 4. 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 periodically to expand the courses list.

**The President of the  
Order of Pharmacists of Lebanon  
Rabih HASSOUNEH**

## HOW TO ACTIVATE YOUR OPL E-MAIL ACCOUNT THIS IS A ONE-TIME STEP

1. Go to [www.opl.org.lb](http://www.opl.org.lb)
2. Click on activate Email button on the left of the page



3. You are directed to the following page:

To activate your Email with OPL; please enter your registration number and date of birth:

Your OPL Registration No.   
رقم إنتسابك في النقابة

Date of Birth  /  /   
dd mm yyyy

For more support, please contact in2info our official webprovider on:  
Tel: 01 244 778 Mob: 03 925 797  
Email: [support@in2info.com](mailto:support@in2info.com)

Enter your OPL registration number and your date of birth then click on **Activate Email**

4. You will be directed to a page with the following information:

Dear **NAME.LASTNAME**,  
Congratulations,  
Email address: **name.lastname@opl.org.lb**  
Password: **\*\*\*\*\***  
Is set and will be active in the next 24 hrs

**PLEASE WRITE DOWN YOUR E-MAIL AND PASSWORD.**

You can change your password by visiting OPL website: <http://www.opl.org.lb>

### Benefits of your new e-mail:

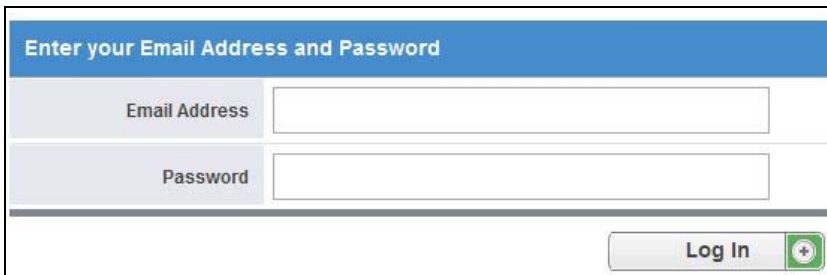
- Receiving mails, circulars and newsletters from the OPL
- Accessing OPL eLibrary

## HOW TO **CHANGE** YOUR PASSWORD

1. Go to [www.opl.org.lb](http://www.opl.org.lb)
2. Click on Change Password button on the left of the page

**Change Password**


3. You will be directed to the following page:



Enter your Email Address and Password

Email Address

Password

Log In 

Enter your Email and your current Password then click on **Log In**

4. You will be directed to the following window:



Mailbox Control Panel  
(Logout)

Dashboard

**name.lastname@opl.org.lb Email Settings**

Mailbox: Starter   0.25MB / 100MB Used

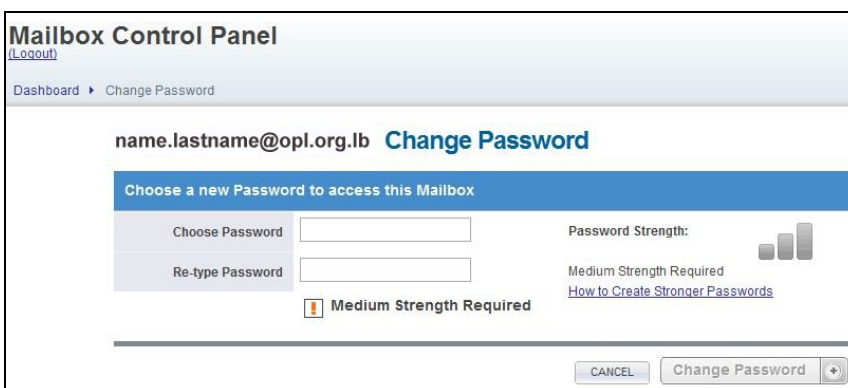
Email Address: name.lastname@opl.org.lb  [Manage Space](#)

Display Name: Name Lastname [Change](#)  [Change Mailbox Password](#) 

Outlook Anywhere Disabled

Click on **Change Mailbox Password**

5. You will see this window:



Mailbox Control Panel  
(Logout)


Dashboard > Change Password

**name.lastname@opl.org.lb Change Password**


Choose a new Password to access this Mailbox

Choose Password

Re-type Password

Password Strength: 

Medium Strength Required [How to Create Stronger Passwords](#)

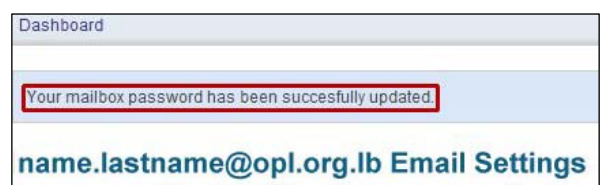
 Medium Strength Required

CANCEL Change Password 

**Note: The password must not be less than 8 characters long and must contain at least one capital letter and one number.**

Choose your new password and then click on **Change Password** button

6. Congratulations your password has been changed



Dashboard

Your mailbox password has been successfully updated.

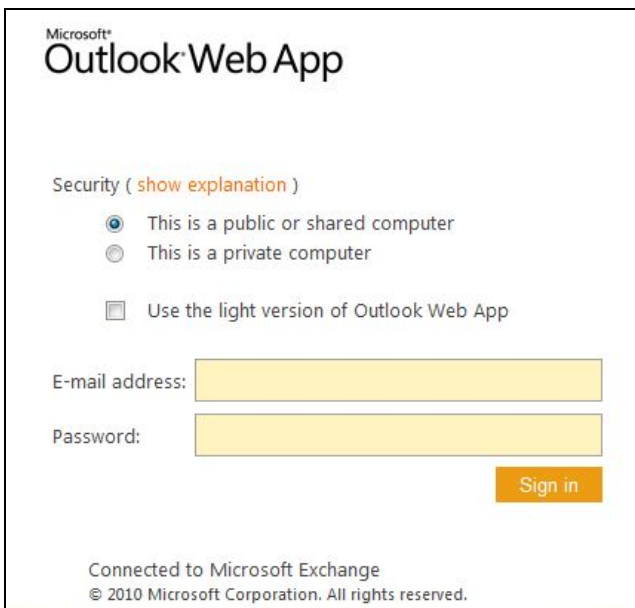
**name.lastname@opl.org.lb Email Settings**

## HOW TO USE YOUR OPL E-MAIL

1. Go to [www.opl.org.lb](http://www.opl.org.lb)
2. Click on OPL Webmail button on the left of the page



3. You will be directed to the following page:



4. Enter your mail address and password:



Click on **Sign in**

## HOW TO DOWNLOAD OPLCONNECT APPLICATION

1. OPLconnect is a Windows-based desktop application that will allow OPL to send you
  - Instant alerts
  - News
2. To download this application go to [www.opl.org.lb](http://www.opl.org.lb) and click on OPLconnect button on the left of the page:



3. You will be directed to the following page:

Ordre des **Pharmaciens** du Liban

**OPLconnect 1.0.1**

A new service offered by OPL to keep all pharmacists always connected to their order.

To download your OPLconnect application; please enter your registration number and date of birth:

Your OPL Registration No.   
رقم إيتسابك في النفاية

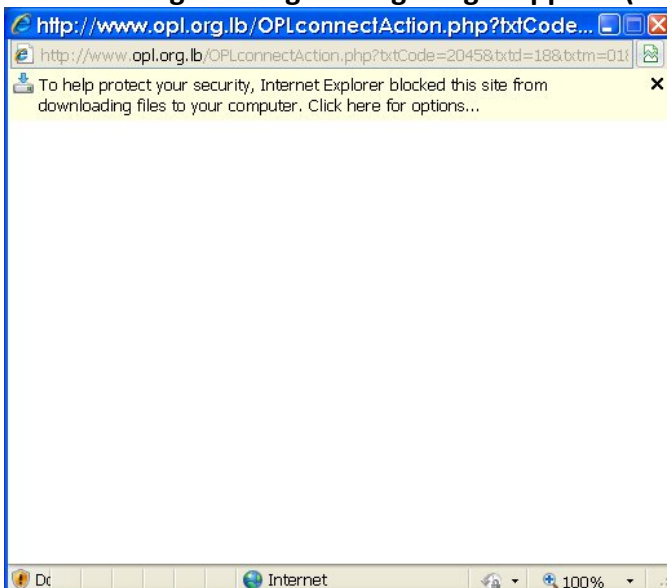
Date of Birth  /  /   
dd mm yyyy

**Download OPLconnect 1.0.1**

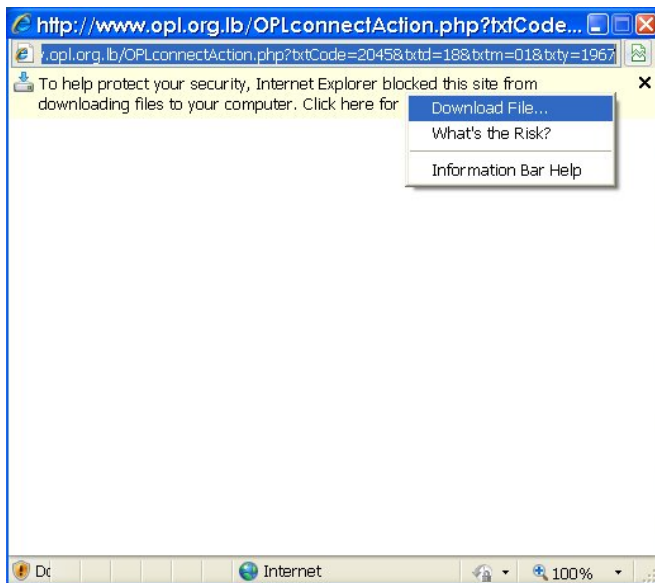
For more support, please contact in2info our official webprovider on:  
Tel: 01 244 778 Mob: 03 925 797  
Email: [support@in2info.com](mailto:support@in2info.com)

Enter your OPL registration number and date of birth then click on Download

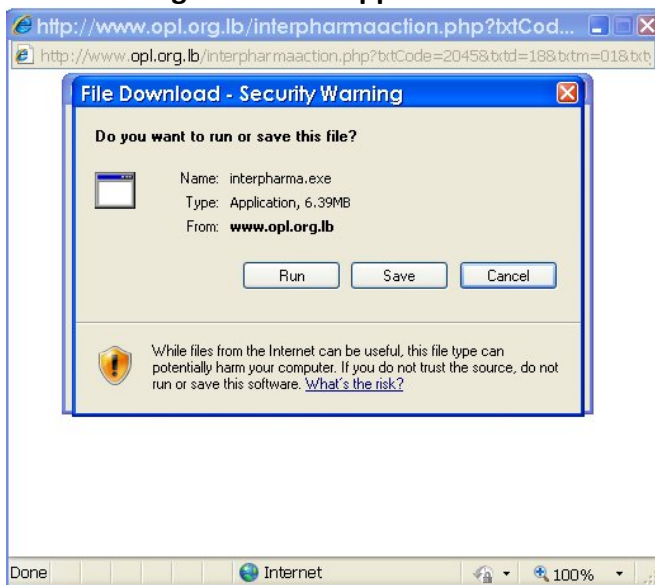
4. The following warning message might appear: (if not jump to 5.)



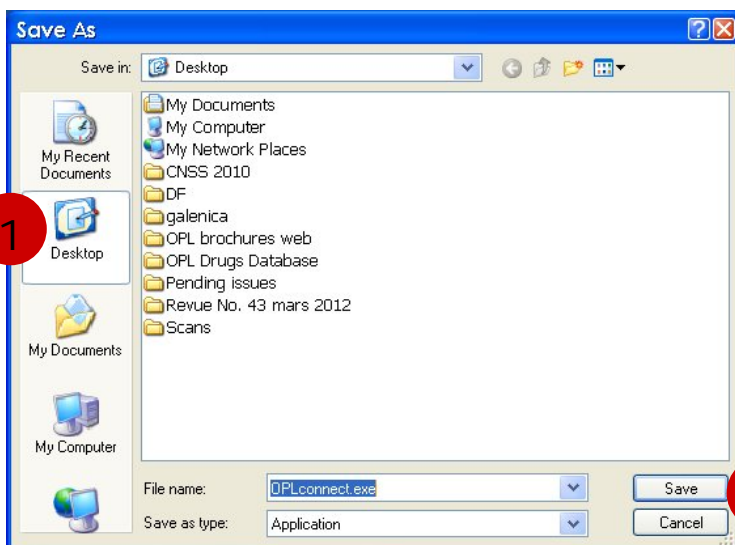
Right-click on the yellow band and choose Download file



5. The following screen will appear:

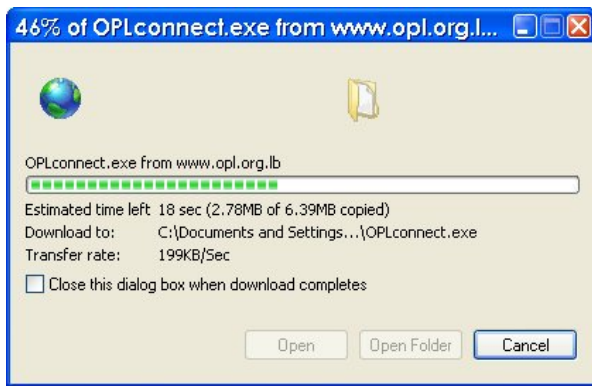


Choose save to keep the file on your computer

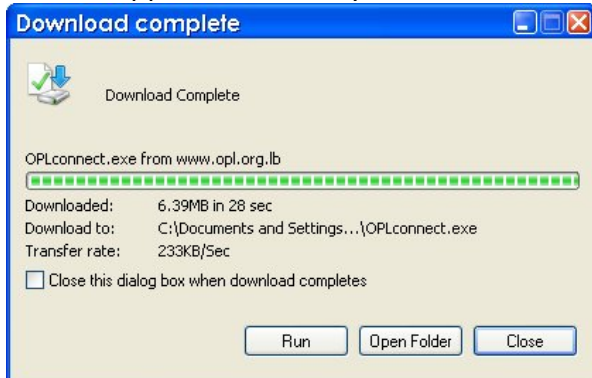


**Note:** Choose desktop as a destination folder to save the application. It will be easier to retrieve it later.

Click on the desktop button (1) then click on save (2)  
Wait for the download to complete:



6. When the download is complete you can:  
Run the application directly:



Or find it on the desktop and run it from there by double-clicking on it:



Click on next... next... until the application is installed



When installation is complete you will have to enter your info in the following window:





When done, the application will appear on your desktop (1) and in the lower right corner of your screen (2):



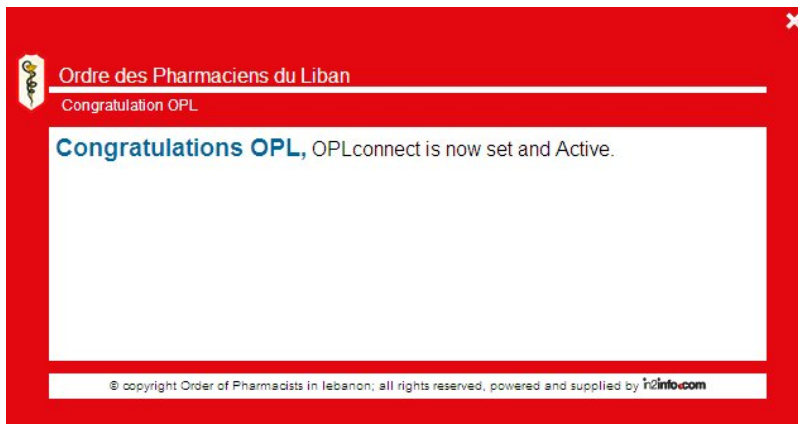
#### 7. To start using the application:

The messages will pop-up:

- after installing the application,
- when you restart your computer,
- or when you have a new message from OPL



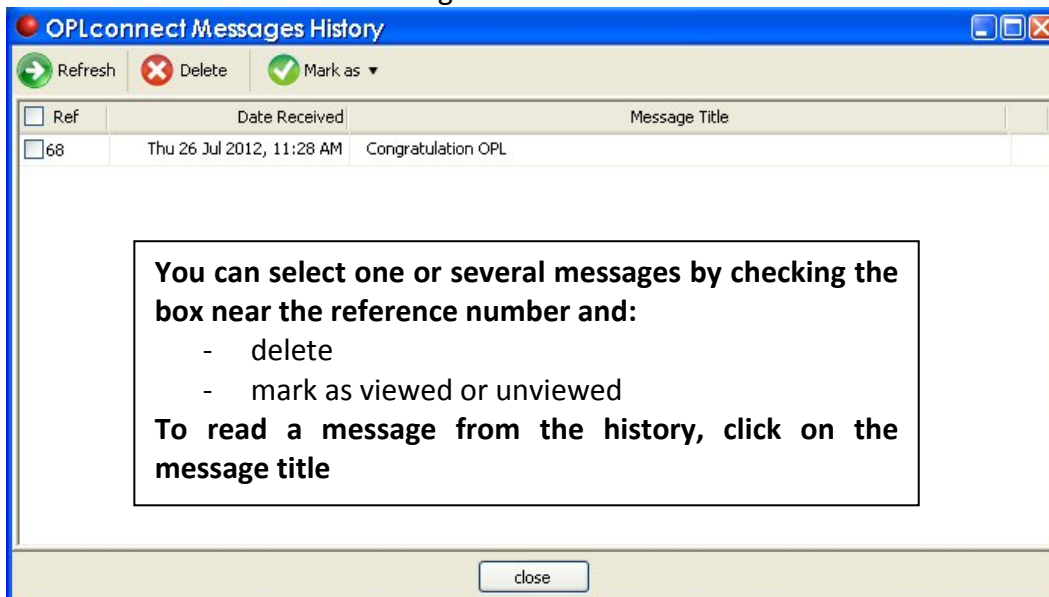
Click on the desired message to open it, and it will appear as shown below:



To view message history, right-click in the red ball and select Message History:



You will see a list of all the messages:



# Do you know about the e-library portal?

Give it a try  
[www.oplelibrary.com](http://www.oplelibrary.com)



Register through 3 easy steps  
and become a member

Step 1 - Go to the link below  
[www.oplelibrary.com](http://www.oplelibrary.com)

Step 2 - Click register and fill up the form and then click submit

Step 3 - Check your email inbox and activate your account

Welcome, you are a member

If you are a student at university, it is a must to visit



Ordre Des Pharmaciens du Liban



DeepKnowledge™  
Your library at your fingertips



Advancing Our Society تطور مجتمعا

# Are you a licensed pharmacist at Ordre Des Pharmaciens du Liban ?

Visit [www.oplelibrary.com](http://www.oplelibrary.com)



## Databases

### Pharmacy Library



Pharmacy Library is the APhA's new digital resource featuring a dynamic collection of textbooks, including the newest edition of the Handbook of Nonprescription Drugs, The APhA Complete Review for Pharmacy (NAPLEX® Review) and Medication Errors. In addition, Pharmacy Library contains more than 200 interactive case studies, links to the Journal of the American Pharmacists Association abstracts, and an interactive NAPLEX® Review functionality that allows one to brush up on practice exams, chart progress over time, and identify areas for further study. We feature a separate instructor login for access to case study answer keys, and PowerPoint's tied to Medication Errors and the Handbook of Nonprescription Drugs. Some of the features include:

- ▶ Powerful NAPLEX review – provides students with a customized reading list for remediation and includes institutional statistics highlighting students' top strong and weak topics
- ▶ Advanced search technology – semantic search delivers a more relevant result to your search
- ▶ Case studies – over 200 case studies
- ▶ Regular text updates

### Swank healthcare



The Swank HealthCare Learning Management System provides a comprehensive solution that achieves all continuing education and training objectives for healthcare professionals. Customers discover that we're the perfect complement to their current program. Whatever your needs, we'll find a way to satisfy them.



### JCR

Joint Commission Resources is the official publisher of The Joint Commission and Joint Commission International. JCR publishes medical books, providing current, in-depth, patient-centric content that keeps today's healthcare leaders and providers around the world fully equipped for just about every challenge.

Joint Commission Resources publishes medical books' 46' and e-books providing current, in-depth, patient-centric content that keeps today's health care leaders and providers fully equipped for just about every challenge.

### ASHP

Informative resources "46 e books" from American society of health system pharmacists ASHP are available on a variety of important topics including patient safety, performance measurement, performance improvement, pain management, evidence-based medicine, staff competence, environment of care, survey preparation, conducting self-assessments and mock surveys.



- ▶ 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



- ▶ UpToDate is a comprehensive evidence-based clinical information resource
- ▶ UpToDate is designed to get physicians the concise, practical answers they need when they need them the most at the point of care. Topic reviews are written exclusively for UpToDate by physicians for physicians.
- ▶ Over 4,000 physicians serve as authors from all over the world.
- ▶ The content is comprehensive yet concise, and it is fully referenced.
- ▶ It goes through an extensive peer review process to ensure that the information and recommendations you access from our service are accurate and reliable. 4,437 world-renowned authors, editors and peer reviewers.
- ▶ +97,000 pages text, graphics and abstracts are included in UpToDate.
- ▶ 8,339 clinical topics in 16 specialties (not including drug information).
- ▶ 474 Patient information topics included written specifically for patients.
- ▶ Drug database and drug interactions database (in partnership with Lexi-Comp®)
- ▶ Medline abstracts provide access to over 385,000 references with links to full text
- ▶ Calculators provide access to 37 medical calculators, eliminating the need to remember formulas or use separate devices

### Books@Ovid



Wolters Kluwer is a leading publisher in medicine, pharma and in nursing. Among the textbooks in health sector that are available at Ovid Wolters Kluwer is the highly cited Lippicott Williams and Wilkins Journals and Books. Ovid from Wolters Kluwer brings you the world leading books in pharmacology, pharmacy practice, drug interaction plus sub-specialty hot pharmacy.

Over 14 well trusted Textbooks in pharmacy practice, pharmacology and pharmacy industry are available in Ovid Wolters Kluwer

Plus have a free access to Medline

### Benefits of Ovid SP search platform

- ▶ Create personal account and start saving your favourite sections and chapters online.
- ▶ Export images, graphics and tables to powerpoint and create slideshows in seconds.
- ▶ Search the books, using natural language or the medical lexicon.
- ▶ Save searches and create autoalert feeds to get updates.
- ▶ Subscribe to electronic table of contents eTOC to your favourite journals.

## Become a member, visit [www.oplelibrary.com](http://www.oplelibrary.com) NOW!

### Register through 3 easy steps

Step 1 - Click on the link below and choose a password  
<http://www.oplelibrary.com>

Step 2 - write your registered e-mail at OPL and click on the Register button

Step 3 - Check your email and activate your account  
 Welcome, you are a member



# Earn CE/CME Credit Online

[www.OPLelibrary.com](http://www.OPLelibrary.com)

You must be registered in Order des pharmaciens Online Library to access the swank CME/CE accredited online courses. Visit [www.OPLelibrary.com](http://www.OPLelibrary.com) For assistance, please contact Order Des Pharmaciens Du Liban



Ordre Des Pharmaciens du Liban

[English](#) | [Türkçe](#)  
[F.A.Q](#) | [Feedback](#)



## 1. Login

- Username: Pharmacist OPL email, [pharmacist@opl.org.lb](mailto:pharmacist@opl.org.lb)
- Password (case sensitive): created by the pharmacist upon registration
- Click **Login** or press enter

If you have forgotten your login information, click on **difficulty logging in**

## 2. Click on Swank Healthcare link

<b>Medline</b> Wolters Kluwer Health   Ovid ENTER Total Votes: 4 / Overall Rating: 4 TRAINING REQUEST	<b>American Society of Health-System Pharmacists (ASHP)</b> ENTER Total Votes: 5 / Overall Rating: 2 TRAINING REQUEST
<b>Books@Ovid</b> Books@Ovid OvidSP ENTER Total Votes: 4 / Overall Rating: 4 TRAINING REQUEST	<b>PharmacyLibrary</b> ENTER Total Votes: 7 / Overall Rating: 4 TRAINING REQUEST
<b>Drug Information Fulltext@</b> Wolters Kluwer Health   Ovid ENTER Total Votes: 3 / Overall Rating: 3 TRAINING REQUEST	<b>UpToDate</b> UpToDate Patient Information ENTER Total Votes: 9 / Overall Rating: 4 TRAINING REQUEST
<b>Joint Commission Resources (JCR)</b> Joint Commission Resources ENTER Total Votes: 2 / Overall Rating: 2 TRAINING REQUEST	<b>Swank HealthCare</b> ENTER No Votes TRAINING REQUEST

# Earn CE/CME Credit Online

www.swankhealth.com

You may be asked to update your information or acknowledge a privacy statement regarding Health.edu's practices concerning sharing records with appropriate accrediting agencies. Click the **Continue** link when you are finished.

## Swank Main Features

### 1. Select a Course

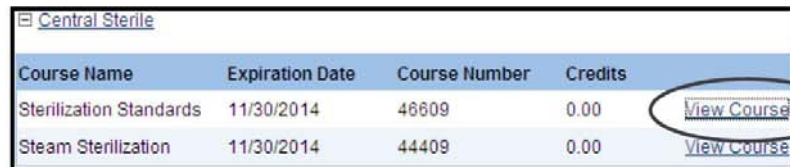
**My Assigned Training** is a list of courses that have been assigned by your Manager or Education Department.

Click **Course List** for all other courses available.

Under Health.edu, click on any department.



Select a course and click **View Course**.



Course Name	Expiration Date	Course Number	Credits	
Sterilization Standards	11/30/2014	46609	0.00	<a href="#">View Course</a>
Steam Sterilization	11/30/2014	44409	0.00	<a href="#">View Course</a>

Click **View Module**.

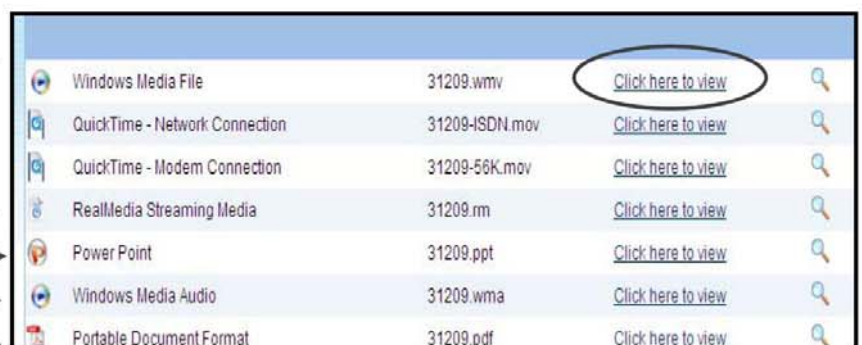


Sterilization Standards		
Course # 46609		
Name	Instructor	
Sterilization Standards	Narrated	<a href="#">View Module</a>

### 2. View the Course

Select **Click here to view** for one of the options below:

- View the course video by selecting one player\*
- Read the presentation slides
- Listen to the audio (no video)
- Read the manuscript



Windows Media File	31209.wmv	<a href="#">Click here to view</a>
QuickTime - Network Connection	31209-ISDN.mov	<a href="#">Click here to view</a>
QuickTime - Modem Connection	31209-56K.mov	<a href="#">Click here to view</a>
RealMedia Streaming Media	31209.rm	<a href="#">Click here to view</a>
Power Point	31209.ppt	<a href="#">Click here to view</a>
Windows Media Audio	31209.wma	<a href="#">Click here to view</a>
Portable Document Format	31209.pdf	<a href="#">Click here to view</a>

\*If you need to download a player, see the [click here](#) link above

### 3. Take the Test

Close the course window and click Test.

Test Name
Sterilization Standards <a href="#">Test</a>

Click the circles to answer the questions. A score of at least 80% is required to pass.

Course Test
1. In the joint Commission update on sterilization, three critical steps are under focus. They include cleaning and decontamination, _____, and storage or return to the sterile field. <input type="radio"/> sterilization <input type="radio"/> accreditation <input type="radio"/> processing

Click Continue to Course Evaluation at the bottom of the test page.

[Continue to course evaluation](#)

### 4. Evaluate the Course

Click the circles next to your answers.

Course Evaluation	
N/A = Not Applicable, 1 = Poor, 2 = Below Average, 3 = Average, 4 = Above Average, 5 = Excellent	
EVALUATION OF EACH OBJECTIVE	
Identify Joint Commission critical steps in sterilization processing.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input checked="" type="radio"/> 5
Recognize factors necessary to maintaining successful sterilization.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input checked="" type="radio"/> 5
Identify procedures for storage and return to sterile field for sterilized items.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4 <input type="radio"/> 5

Click Submit Evaluation & Grade Test at the bottom of the evaluation page.

[Submit Evaluation and Grade Test](#)

### 5. Print your certificate

Select one of the links to download and save or print the certificate now.

You passed with a score of 100%.	
Please select one of the following options to view or print your certificate.	
<a href="#">Download Certificate as PDF</a>	<a href="#">Print Certificate now in Browser</a>

It may take up to 2 hours for a completed course to appear under My Completed Courses.

Click Logout if you are finished or return to the Course List to take another course.

Questions? Contact: [Swank HealthCare at mail@swankhealth.ae](mailto:mail@swankhealth.ae)

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**ENJOY OPL NEW SERVICES!!**