

# Notes on Working on Your Practice Card

**NB: Please note all changes on a Practice Card will update on the website the next day as part of a nightly task.**

<https://portfolio.surgeons.org>

The screenshot shows the top navigation bar of the Royal Australasian College of Surgeons website. The user is logged in as 'Colonel Fellow RE-TESTING'. The navigation menu includes: Dashboard, Profile, My CPD, My Audits, Learning Resources, Assessments, Calendar, eCommittees, Educational Events, and Website. Below this is a secondary menu with: My Details, My Practice Card (highlighted), Account Status, Skills Training Faculty, and Skills Training Participant. The main content area features a 'Find a Surgeon' section with an opt-in checkbox and a 'My Practice Card' section with 'Deactivate', 'Edit', and 'View' buttons.

To activate a practice card, please ensure that the opt in checkbox is ticked. Once done, click on the edit button to get started creating your practice card.

## Where you can edit your details

The screenshot shows the 'About' section of the user profile editor. It features a rich text editor with a toolbar containing options for undo, redo, bold, italic, bulleted list, numbered list, link, unlink, and image. The text area contains the placeholder text 'This is a sample practice card entry. Testing purpose'. Below the editor is a 'Practice Card Url' field with a radio button selected for 'Other' and the URL 'https://www.surgeons.org/profile/de2c8bd1-f970-4130-bfb3-b21a793f0d59' entered.

When Creating a Consulting Room you need to make sure you set your email and contact number in your consulting room. If you do not do this, the contact number / email address will pull in your primary email (sometimes personal email address)

Add Consulting Room

Address  Building  City  Postcode

Country  State

Website  Contact Number  Fax Number

Email

Cancel Save

Example record you should enter in

Add Consulting Room

10 Test Street  Building  Melbourne  3805

Australia  VIC

Website  +61400100200  Fax Number

test@test.com.au

Cancel Save

As shown the first textbox provides an assisted address drop down which will automatically populate the related fields.

Add Consulting Room

One Twenty R  Building  Brigooda  4613

Lot 1 One Twenty Road, BRIGOODA QLD   QLD

Lot 7 One Twenty Road, BRIGOODA QLD

Lot 8 One Twenty Road, BRIGOODA QLD

+61400100200  Fax Number

test@test.com.au

Cancel Save

Setting your address as Featured, will generate a relevant Google Map with pin marker for given address.

### Information about Areas of Practice, Professional Qualifications, Specialty and Professional Associations

These details are separate than the details present else where in your portfolio. These are directly related to your practice card. If you find that your practice card doesn't have the relevant details below. Make sure you have set them up in your practice card and not ehuh.

### Professional Qualifications

Post-nominal	Professional qualification	
↓ MBBS	Bachelor of Medicine	✖ Remove

+ Add Qualification

### Speciality

- General Surgery

### Area of Practice

↓ Breast	✖ Remove
↓ Burns	✖ Remove
↓ Skin Melanoma	✖ Remove
↓ Upper Gastrointestinal	✖ Remove
↓ Bariatric	✖ Remove
↓ Rural	✖ Remove

+ Add Area of Practice

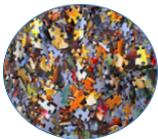
### Professional Associations

↓ I am a member of the Society of Cardiothoracic Surgery	✖ Remove
↓ this is free text	✖ Remove

+ Add Association

As you can see inside ehub.surgeons.org on the next page, this fellow has his qualifications set, but they do not match to the qualifications above as they have to be set independently.

Home > My Profile



**Mr Fellow RE-TESTING, FRACS**  
RACS ID: 168232  
[CHANGE PHOTO](#)

**PERSONAL** ADDRESSES SPECIALTIES **QUALIFICATIONS** SKILLS TRAINING PROFILE SECTIONS CULTURAL DIVERSITY ADDITIONAL DETAILS

[ADD QUALIFICATION](#)

Qualification Type	Academic Institution	Country	Date Awarded ↓	
Bachelor of Medicine and Bachelor of Surgery	Australian National University	Australia	05/07/2018	<a href="#">✎</a> <a href="#">🗑</a>
Bachelor of Medicine and Bachelor of Surgery	Flinders University	Australia	03/02/2014	<a href="#">✎</a> <a href="#">🗑</a>
Bachelor of Medical Science	Flinders University	Australia	03/02/2014	<a href="#">✎</a> <a href="#">🗑</a>
Bachelor of Medicine	Other	United Kingdom	01/01/2005	<a href="#">✎</a> <a href="#">🗑</a>

< **1** 2 3 4 5 >

[SAVE](#)

Another example of differing qualifications so as to not confuse qualifications set on practice card with those set on the qualifications shown on ehub.

AS Aaron Stevenson Contact - Contact - RACS				179051 RACS ID	Fellow Primary Contact Type	Active Contact Status
Summary   Addresses   Cultural Diversity <b>Qualifications</b> Additional Details   Insights   Related						
<input checked="" type="checkbox"/> Qualification Type				<input type="checkbox"/> Academic Institution		<input type="checkbox"/> Country
Bachelor of Medicine and Bachelor of Surgery				University of Adelaide		Australia
						Date Awarded 12/18/2008



# Dr Aaron Stevenson

## Overview

Dr Aaron Stevenson is an Australian trained spinal surgeon who specialises in both paediatric and adult spinal surgery.

Dr Stevenson manages all aspects of spinal disease through all ages, from the infant to the elderly.



### Consulting Rooms & Hospitals

Orthopaedics SA  
 Orthopaedics SA 257 Fullarton  
 Road, Parkside, SA, 5063, Australia  
 E: aaronstevenson@gmail.com  
 W: www.draaronstevenson.com



Speciality Orthopaedic Surgery

Areas of Practice • Spine

Professional Associations • AO Spine  
 • North American Spine Society  
 • Royal Australasian College of Surgeons  
 • Australian Orthopaedic Association

Professional Qualifications • Bachelor of Medicine Bachelor of Surgery  
 • Bachelor of Medical Science Honours  
 • Fellowship of the Royal Australasian College of Surgeons  
 • Fellow of the Australian Orthopaedic Association

The Logos at the bottom of the Practice Card screen are not functioning currently. So there is no point in setting them up.

### Logos

Browse

and/or choose from:

Dropbox Google Drive OneDrive

aboriginal art

Remove

Browse

and/or choose from:

Dropbox Google Drive OneDrive

No logo selected

Remove

Browse

and/or choose from:

Dropbox Google Drive OneDrive

No logo selected

Remove