

Rules and Regulations of the Training for Heart Failure Nurses

based on the programme of STEP-ONE, *Supportive Training and Essential Preparation for Optimal Nursing Education*

Commencing the Heart Failure Nurse Training and using the available materials on the educational website <https://educardio.umw.edu.pl/nurses/> is tantamount to acknowledgement of having read and accepted the terms and conditions set forth in these rules and regulations.

§ 1 General provisions

- 1.1. The educational programme for heart failure nurses is provided by the Piastów Śląskich Medical University in Wrocław, Wybrzeże Ludwika Pasteura 1, 50-367 Wrocław, NIP: 896-000-57-79.
- 1.2. Training course for heart failure nurses is dedicated exclusively for persons licensed to practice as nurses, hereinafter referred to as "Users".
- 1.3. The concept of the Heart Failure Nurse Training is to prepare Users to be heart failure educators and to confirm their readiness to conduct educational activities.
- 1.4. Providing education to patients with heart failure is a fundamental component of multi-specialty teams and can improve self-care behaviors and significantly impact quality of life.

§ 2 Recommendations and rules for the training

- 2.1. From the moment of registration on the EDUCARDIO educational website, the User receives access to the content, in particular to the nurse and patient materials that form the basis of the certification. The User has 30 days to complete the course. If the User does not complete the course within this time limit, the course is cancelled and the User must start the course from the beginning. Restarting the course does not require a new registration on the EDUCARDIO education website.
- 2.2. Information about the time remaining to complete the course will be visible for the period of 30 days on the EDUCARDIO home page.
- 2.3. The certification course includes prepared materials, available in two parts: Part I for nurses and Part II for patients.
- 2.4. A User is deemed to have completed the course after having read all of the available material.
- 2.5. The use of the available resources of the EDUCARDIO educational site and the materials are free of charge for the User.
- 2.6. Training for heart failure nurses on the EDUCARDIO educational site will continue indefinitely.

§ 3 Examination

- 3.1. Access to the examination is available to all registered Users.
- 3.2. The examination in the form of a test contains 50 close-ended, single-choice questions (1 correct answer + 3 incorrect answers).
- 3.3. Exam pass mark - 70% of the maximum number of points from the final test, i.e. 35 correct answers.
- 3.4. A User is allowed 2 attempts to pass the exam.
- 3.5. Failure to pass the exam in two attempts results in blocking the access to the training course. Re-taking the exam is possible after a new registration on EDUCARDIO website.
- 3.6. A User who passes the exam receives a document (PDF, downloadable) certifying her/him as a heart failure nurse.
- 3.7. The certificate can be downloaded at any time from one's User profile.
- 3.8. Piastów Śląskich Medical University in Wrocław reserves the right to change the content of the course, shorten the period of time the course is available, and the User is not entitled to any claims from the Medical University in such a situation.

§ 4 General technical conditions

- 4.1. In order to access and use the resources available on the EDUCARDIO website, a User must have all of the following:
 - 4.1.1. a computer device (desktop and/or laptop), a smartphone, a tablet with Internet access and recommended bandwidth of at least 2Mb, and the Piastów Śląskich Medical University reserves the lack of specific functions on smartphone devices;
 - 4.1.2. an operating system, understood as an installed latest version of an operating system available for a given device;
 - 4.1.3. a chosen web browser: Internet Explorer, Google Chrome, Firefox, Opera or Safari, in versions current as of the date of use of the EDUCARDIO website;
- 4.2. The use of selected functionalities of the site may be dependent on the installation of additional Flash software and acceptance of the cookies policy.
- 4.3. The materials available as part of the training course are in the form of PDF files.

§ 5 Liability

- 5.1. The Medical University is not liable for:
 - 5.1.1. data entered incorrectly by a training course User,
 - 5.1.2. User's failure to meet the technical requirements necessary to use the EDUCARDIO website resources;
 - 5.1.3. damages and lost profits of the User, which are caused by: giving untrue data by the person registering, actions or omissions of third parties, on which the Medical University has no influence, changing the duration of the training or its shortening or cancellation;
 - 5.1.4 how a User uses the knowledge and skills gained throughout the training course.
- 5.2. Users use the EDUCARDIO website resources at their own risk and responsibility.

§ 6 Intellectual Property

- 6.1. Titles and rights to the contents of the EDUCARDIO Website, including layout, logos, graphics, photographs, files, and presentations, belong to the Medical University or to third parties, in particular lecturers, partners, and are protected by law.
- 6.2. The above markings and materials may not be used without the written consent of the Piastów Śląskich Medical University in Wrocław, or of a third person who is the owner of the rights.
- 6.3. Copying of educational materials, as well as making such materials available is illegal and is subject to protection, in particular, in accordance with the Act of 4 February 1994 on Copyright and Related Rights.

§ 7 Personal data

Pursuant to Art. 13 (1) and (2) of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation, hereinafter referred to as RODO), the Piastów Śląskich Medical University hereby states that:

- 7.1. The controller of the personal data provided in the educational training registration form on EDUCARDIO and via email notification to k.malinowska@umw.edu.pl, i.e. name, surname, date and place of birth, Professional License number and email address, is the Piastów Śląskich Medical University in Wrocław with its registered office in Wrocław, Wybrzeże Ludwika Pasteura 1, 50-367 Wrocław, represented by its Chancellor. The University has appointed a Data Protection Officer who can be contacted on all matters concerning the processing of personal data at the following email address: IOD@umw.edu.pl
- 7.2. Personal Data will be processed:
 - 7.2.1. for purposes related to the Users' use of the EDUCARDIO website (performance of the contract), i.e. for the purpose of gaining access to the content of the training course together with participation in the certification course ending with an examination and issuing a document confirming certification;
 - 7.2.2. for purposes connected with obtaining opinions about the level of satisfaction from participation in the training course (legitimate interest of the Controller);
 - 7.2.3. for purposes indicated in separate consents (if applicable).
- 7.3. Data will be stored for the period of operation of the EDUCARDIO website.

- 7.4. The processing of personal data is lawful in connection with the fulfilment of the condition specified in: Article 6.1 (a), (b) and (f) of the General Data Protection Regulation.
- 7.5. The provision of personal data is necessary to complete the registration and for participation in the training course. Refusal to provide data prevents use of the EDUCARDIO website, including participation in the certification course.
- 7.6. Personal data will not be transferred to a third country/international organization and will not be subject to automated decision-making, including profiling.
- 7.7. The Controller may share personal data with other controllers operating under applicable laws, e.g. postal/courier service providers. Recipients of data may also be other entities or authorities in a situation where such an obligation arises from universally applicable law.
- 7.8. The Controller may entrust another entity, by means of a written agreement, with processing personal data on behalf of the Controller, in particular IT service providers
- 7.9. In cases, on the terms and in the mode specified in applicable regulations, the data subjects have the right to demand access to the data and their rectification (Art. 15 and 16 of the GDPR), erasure of data (Art. 17 of the GDPR), restriction of processing (Art. 18 of the GDPR), objection to processing (Art. 21 of the GDPR), data portability (art. 20 of the GDPR) and to lodge a complaint to the supervisory authority - the President of Data Protection Office with its registered office at Stawki 2, 00-193 Warsaw - in case of suspicion that the personal data are processed by the Controller in violation of the law.

§ 8 Final provisions

- 8.1. Piastów Śląskich Medical University in Wrocław may collect opinions from Users on their level of satisfaction with participation in the training course in the form of questions or surveys available in electronic form.
- 8.2. The User is obliged to use true data, i.e. personal data that is consistent with facts and legal status.
- 8.3. Sending a registration application for a training course on the EDUCARDIO website signifies acceptance of the provisions of these Rules and Regulations and any other arrangements made between the User and the Piastów Śląskich Medical University in Wrocław.
- 8.4. In matters not covered by these Rules and Regulations, the applicable provisions of the law shall apply, in particular the provisions of the Civil Code.
- 8.5. These regulations shall enter into force on the day of their posting on the following website: <https://educardio.umw.edu.pl/nurses/>.
- 8.6. Piastów Śląskich Medical University in Wrocław has the right to amend the provisions of these Rules and Regulations at any time, which shall enter into force on the date of their posting on the following website: <https://educardio.umw.edu.pl/nurses/>.