

A&E Nursing Skills — Weekend Skills Practice Policy

The **A&E Nursing Skills Weekend Practice Lab** provides a safe, professional space for students to practice and strengthen their CNA/STNA skills before the state exam. By booking or participating in any weekend session, students acknowledge and agree to follow the policies below.

Session Types

Weekend Skills sessions are offered in two formats:

- **Individual Practice (1–2 students):** \$30 per student, per hour
- **Small-Group Practice (3–4 students):** \$20 per student, per hour
- **Mock Exam Simulation (2 hours):** \$50 per student — available **by request only**

Each session is limited to a maximum of **4 students** to ensure a focused, supportive environment.

Payments & Cancellations

- All payments are **non-refundable**.
 - Sessions must be **paid in full at the time of booking** to secure a spot.
 - **Rescheduling** is allowed with at least **24-hour notice** and is subject to availability.
 - **No-shows** or late arrivals (15+ minutes past the start time) will forfeit their session without refund.
 - Session transfers are not permitted without prior approval from the Program Coordinator.
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Attendance & Conduct

- Students are expected to arrive **10 minutes early** to check in and prepare their materials.
- All participants must present a **valid photo ID** before the session.
- Professional behavior is required at all times — disruptive, unsafe, or disrespectful conduct may result in immediate dismissal without refund.
- Only registered participants are permitted in the lab — no guests, children, or observers.

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Safety & Infection Control

- All students must follow **standard precautions, infection control procedures, and safety guidelines** throughout the session.
 - **Closed-toe shoes, scrubs, or appropriate attire** are required.
 - Any **injuries, spills, or equipment issues** must be reported immediately to the instructor or Program Coordinator.
 - The Program Coordinator reserves the right to stop a session if unsafe practices are observed.
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Lab & Equipment Use

- Students must handle all mannequins, medical equipment, and supplies with care.
 - All equipment must be cleaned and returned to its designated area after use.
 - **Intentional damage or misuse** of school property will result in immediate dismissal and financial responsibility for replacement or repair costs.
 - Food and drinks are not permitted in the lab area.
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Recording & Social Media Policy

- Students may record **themselves only** while performing skills for personal study purposes.
 - No recording of instructors, other students, or the full lab layout is allowed.
 - Audio recording of instructor feedback is prohibited.
 - Students wishing to post content on social media must receive **written permission** from A&E Nursing Skills before posting.
 - **HIPAA and privacy rules apply** — any violation may result in permanent loss of practice privileges.
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Mock Exam Sessions

- Mock Exams are **available by request** and simulate the Ohio STNA skills test using timed, randomized skill assignments.
- Feedback is provided after the session for educational purposes only — it is **not an official evaluation** and does **not guarantee passing** the state exam.
- Students who previously failed the state test are welcome to participate to improve confidence

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and accuracy before retesting.

- The Mock Exam is for **practice only** and does not result in certification or licensing.
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Acknowledgment

By booking a Weekend Skills Practice or Mock Exam Session, I confirm that:

- I have read, understood, and agree to follow all policies listed above.
- I understand that participation is for **educational and practice purposes only** and does not guarantee state exam success.
- I will maintain professionalism, safety, and respect for all staff, students, and equipment during my session.