

ELECTROLOGIST

Provincial Occupational Analysis

2000

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GUIDE TO ANALYSIS

DEVELOPMENT OF ANALYSIS

A draft analysis is developed by a knowledgeable consultant who, with the assistance of a committee of industry experts, identifies all the tasks performed in the occupation.

The analysis is forwarded to specialists in the field for validation. Their recommendations are assessed and incorporated into the final draft which also includes the identification of the common core tasks performed in the occupation.

STRUCTURE OF ANALYSIS

To facilitate the understanding of the nature of the occupation, the work performed is divided into the following divisions:

BLOCK

Is the largest division within the analysis and reflects a distinct operation relevant to the occupation.

TASK

Is the distinct activity that, combined with others, makes up the logical and necessary steps the worker is required to perform to complete a specific assignment within a "BLOCK."

SUB-TASK

Is the smallest division into which it is practical to subdivide any work activity and, combined with others, fully describes all duties constituting a "TASK."

Supporting Knowledge and Abilities

The element of skill and knowledge that an individual must acquire to perform the task adequately.

Trends

Any shifts or changes in technology which affect the blocks are identified under this heading.

VALIDATION METHOD

A draft of the analysis is sent to a representative number of trade experts in Manitoba for validation. The trade expert reviews each sub-task in the analysis and provides feedback on whether it is performed by workers in the occupation in Manitoba.

The Provincial Trade Advisory Committee (PTAC) applies percentage ratings to the blocks and tasks. This method for validation identifies common core tasks across Manitoba and establishes the relative importance of the blocks and tasks for the creation of a provincial certification examination.

DEFINITIONS

- YES:** the sub-task is performed by workers in the occupation.
- NO:** the sub-task is not performed by workers in the occupation.
- BLOCK %:** the average number of questions (items), derived from the collective decision made by the Provincial Trade Advisory Committee, which will be placed on a provincial examination to assess each block of the analysis.
- TASK %:** the average number of questions (items), derived from the collective decision made by the Provincial Trade Advisory Committee, which will be placed on a provincial examination to assess each task of the analysis.

SCOPE OF THE ANALYSIS

An electrologist is a person who permanently removes unwanted hair from specific areas of the body. The permanent hair removal is achieved by decomposing the hair root by means of electricity. Various electrical currents are used for electrolysis. The galvanic current, the short wave current or a combination of both currents, called the blend, are applied to the hair follicle with an ultra fine stainless steel disposable filament.

OBSERVATIONS AND TRENDS ARISING FROM ANALYSIS

Numerous trends are emerging from within the trade as well as from outside influences. New technology, such as lasers and permatweeze, has increased competition in the permanent hair removal market. Research is currently taking place using microwaves for permanent hair removal in the United States. In addition to electrologists, dermatologists as part of their practice, remove hair permanently.

Recent compulsory certification is providing education and training standards for the practice of the electrologist trade. Also, standards are ensuring safeguards for the consumer as well as protecting the electrologist. With the introduction of new technologies and products used by the electrologist, ongoing professional development is necessary.

Pre-service and post-service consultations between the electrologist and the client provide understanding of treatments and procedures. Clients are also requesting procedures that provide for quicker treatments and faster results. Requests for the removal of spider veins and skin tags are occurring more frequently; these clients are referred to physicians.

ANALYSIS

BLOCK A

SAFETY AND SANITATION

Trends:

Growing concerns of the spread of communicable diseases have led to an increased emphasis on safety and sanitation. Disposable equipment and supplies are more widely used for convenience and sanitation.

TASK 1 MAINTAINS A SAFE WORKPLACE ENVIRONMENT.

Sub-task

1.01 Assesses workplace safety.

Supporting Knowledge and Abilities

Knowledge of applicable safety and health standards, provincial and local regulations

Knowledge of occupational health hazards and methods of prevention

Knowledge of personal protective equipment

Knowledge of eye safety

Knowledge of maximum (decibels) allowable exposure to various levels of noise

Knowledge of proper storage procedures

Knowledge of warning signs

Knowledge of company and government policies regarding smoking

Ability to identify health and safety hazards, in order to eliminate human injuries, damage to tools, equipment and environmental contamination

Ability to abide by governing legislation and regulations by the Province of Manitoba

Ability to post warning signs

Ability to participate in safety committees, attend workshops and seminars

Ability to read safety related documents

Ability to promote workplace health and safety

Ability to identify and report unsafe practices

Ability to take initiatives for creating and maintaining a safe workplace environment

Ability to identify hazardous working practices

Ability to identify hazardous working conditions

Ability to implement company and government policies regarding smoking

Ability to distinguish between environmentally and non-environmentally safe products

Ability to maintain a clean and orderly work area

Ability to dispose of waste material

1.02 Cares for common tools and equipment.

Supporting Knowledge and Abilities

Knowledge of basic maintenance requirements for equipment

Knowledge of sharps containers for disposal of sharp-edged objects

Knowledge of general and specific safety practices and regulations for common hand/electric tools

Knowledge of operating equipment

Ability to inspect defective tools and equipment

Ability to prepare equipment for use according to manufacturers' instructions

Ability to tag defective equipment

Ability to perform basic maintenance

Ability to recognize the importance of adequate training before operating equipment

Ability to place tools and equipment for maximum effectiveness and efficiency

1.03 Handles hazardous materials safely.

Supporting Knowledge and Abilities

knowledge of the various products, chemicals and their related hazards

knowledge of WHMIS

knowledge of MSDS

knowledge of ventilation

knowledge of proper storage of hazardous materials

knowledge of the safe disposal of waste products

knowledge of the contaminating effects of waste products on the environment

knowledge of safety regulations and safe practices

ability to handle various products for personal and client's safety

ability to label materials/products

ability to obtain MSDS

ability to follow manufacturers' specifications

ability to determine one's legal right if working under hazardous conditions

1.04 Practices effective fire prevention.

Supporting Knowledge and Abilities

knowledge of various classes of fires and extinguishers

knowledge of extinguishing a clothing fire

knowledge of sprinkler systems

knowledge of proper storage and handling of flammable liquids and materials

knowledge of maintaining clear exits at all times

knowledge of evacuation procedures

ability to locate fire extinguishers, fire exits and fire department phone numbers

ability to maintain obstacle-free emergency exits

ability to identify and eliminate potential fire hazards

ability to operate emergency safety equipment

ability to ensure that all safety devices, e.g. smoke detectors, are in working condition

1.05 Practices first aid and CPR.

Supporting Knowledge and Abilities

knowledge of basic first aid and CPR

knowledge of safety requirements for medical conditions

ability to perform cardiopulmonary resuscitation (CPR), stop bleeding, provide first aid for shock, wounds, burns, scalds and eye injury

1.06 Uses proper lifting techniques.

Supporting Knowledge and Abilities

knowledge of proper lifting techniques

ability to lift properly

- | | | |
|------|---|---|
| 1.07 | Protects clients' children from injury. | <p>Supporting Knowledge and Abilities</p> <p>knowledge of potential hazards</p> <p>ability to foresee and eliminate potential hazards to children in the salon</p> <p>ability to create children's play area</p> |
| 1.08 | Uses designated areas for eating and drinking. | <p>Supporting Knowledge and Abilities</p> <p>Knowledge of hygiene practices</p> <p>Knowledge of contamination</p> <p>Ability to recognize contaminated materials</p> |
| 1.09 | Maintains an ergonomically balanced workstation. | <p>Supporting Knowledge and Abilities</p> <p>Knowledge of ergonomics</p> <p>Ability to arrange tools at workstation with consideration for safety and effectiveness</p> |

TASK 2 SANITIZES/DISINFECTS AND STERILIZES.

Subtask

- | | | |
|------|-------------------------------|--|
| 2.01 | Sanitizes workstation. | <p>Supporting Knowledge and Abilities</p> <p>Knowledge of sanitation aspects regarding the use of workstations</p> <p>Ability to inspect sanitized workstation</p> <p>Ability to apply appropriate products</p> <p>Ability to clean and sanitize workstations</p> |
|------|-------------------------------|--|

2.02 Sanitizes equipment.

Supporting Knowledge and Abilities

Knowledge of washing implements before the sanitation process

Knowledge of sanitizing products

Knowledge of sanitation aspects regarding the use of equipment

Ability to sanitize equipment

Ability to wash implements before the sanitation process

2.03 Sanitizes bedding and towels.

Supporting Knowledge and Abilities

Knowledge of the effects of detergents and water on coloured materials

Knowledge of detergents

Ability to manage existing stock, to ensure an adequate supply of clean bedding and towels

Ability to sort out laundry

Ability to determine load for a washing machine

Ability to interpret cues to washing machine malfunctioning

Ability to determine maximum load for dryer

Ability to load and unload dryer

Ability to set the dryer for time and temperature

Ability to remove lint from the dryer

Ability to fold towels according to standard procedures

2.04 Performs housekeeping operations.

Supporting Knowledge and Abilities

Knowledge of methods of storing tools and products

Knowledge of the conditions for the growth and development of bacteria

Knowledge of the spread of infectious diseases and methods of prevention

Knowledge of public hygiene

Ability to keep floor free from obstacles and to minimize potentials for accidents and injuries

Ability to sort waste products for recycling

Ability to empty and sanitize waste containers

Ability to measure liquids in metric and imperial systems

Ability to clean floors, walls, windows, sinks, mirrors and washrooms

Ability to use various cleaning products according to manufacturers' instructions

Ability to use various tools and equipment, such as, vacuums, mops and brooms

Ability to read manufacturers' instructions and follow directions for various products

Ability to use various chemical products safely

Ability to select appropriate disinfectants

2.05 Sanitizes hands.

Supporting Knowledge and Abilities

Knowledge of the action of various types of soaps and water temperatures on bacteria

Knowledge of hand drying products and equipment

Knowledge of medicated, antibacterial and antifungal soaps

Knowledge of antiseptic products

Ability to inspect hands for cleanliness

Ability to dry hands

Ability to clean under free edge of finger nails

2.06 Sterilizes metal equipment.

Supporting Knowledge and Abilities

Knowledge of sterilization techniques

Ability to sterilize metal equipment

Ability to store sterilized metal equipment

Ability to use dry heat or autoclave

BLOCK B

RECORDS MANAGEMENT

Trends:

Computers and software for the esthetician trade are now used for scheduling, recordkeeping, and bookkeeping. The documentation of clients' records is important in cases of liability.

TASK 3 COMPLETES CLIENT INFORMATION RECORD.

Sub-task

3.01 Obtains personal information.

Supporting Knowledge and Abilities

Knowledge of recordkeeping

Knowledge of *The Freedom of Information and Protection of Privacy Act* (Manitoba)(S.M.1997,c.50-cap.F175

Ability to record data on record cards and/or use a computer data file

Ability to record client's name, telephone number, address and date

Ability to record instructions given to clients for at-home maintenance

3.02 Obtains medical information.

Supporting Knowledge and Abilities

Knowledge of allergic reactions and treatment contraindications

Knowledge of medical conditions for specific clients

Ability to obtain complete medical profile

Ability to explain the importance of obtaining accurate medical information

3.03 Records treatments.

Supporting Knowledge and Abilities

Ability to record services provided to clients

Ability to record results of treatment analysis

Ability to complete a client's record card

3.04 Obtains signature for verification.

Supporting Knowledge and Abilities

Knowledge of release statements from clients for services

Knowledge of liabilities and insurance limitations

Ability to obtain signature

Ability to explain why a signature is required

TASK 4 MAINTAINS AN ORGANIZED FILING SYSTEM.

Sub-task

4.01 Files routinely and systematically.

Supporting Knowledge and Abilities

Knowledge of filing systems and techniques

Ability to use a system for file keeping

4.02 Updates files.

Supporting Knowledge and Abilities

Knowledge of importance of keeping accurate files

Ability to record changes on client card

4.03 Reviews files.

Supporting Knowledge and Abilities

Knowledge of purging files according to government regulations

Ability to analyze files for current data

4.04 Secures files.

Supporting Knowledge and Abilities

Knowledge of *The Freedom of Information and Protection of Privacy Act* (Manitoba)(S.M. 1997,c.50-cap.F175)

Knowledge of importance of keeping files secure

Ability to keep files in a secure location

BLOCK C

RETAIL AND SALON MANAGEMENT FUNCTIONS

Trends:

New skills are required as a result of the introduction of automation in the workplace.

TASK 5 PERFORMS RECEPTION DUTIES.

Sub-task

5.01 Prepares appointment book.

Supporting Knowledge and Abilities

Knowledge of days and hours of operation

Knowledge of the number of technicians available for service

Ability to prepare appointment calendar

5.02 Answers telephone.

Supporting Knowledge and Abilities

Knowledge of telephone etiquette

Ability to answer telephone using appropriate identification, voice tone, diction, listening skills and brevity

Ability to demonstrate initiative, courtesy, tact, proficiency under pressure, empathy, discretion, flexibility, etiquette and sincerity

Ability to communicate with clients of limited language proficiency

Ability to use a telephone answering service

5.03 Schedules appointments. Supporting Knowledge and Abilities

Knowledge of service time

Knowledge of technicians' availability for service

Ability to schedule appointments and record client's name in appointment calendar

Ability to make time estimates for services requested

Ability to match service requested with availability of technician

Ability to review client's record

5.04 Handles client concerns. Supporting Knowledge and Abilities

Knowledge of conflict resolution

Knowledge of interpersonal relations

Ability to demonstrate initiative, tact, courtesy in handling client complaints

Ability to demonstrate good listening skills

Ability to analyze, handle and settle complaints according to company policies

5.05 Greets and directs clients. Supporting Knowledge and Abilities

Knowledge of interpersonal relations

Ability to direct and escort clients to waiting area or to technician

Ability to demonstrate professionalism, respect, empathy, a sense of humour, courtesy, patience, kindness and cordiality

Ability to establish rapport

Ability to use appropriate greetings, offer assistance and make introductions using proper etiquette

Ability to verify appointment book and notify clients of any waiting period

5.06 Maintains office and waiting area.

Supporting Knowledge and Abilities

Knowledge of professional image of reception areas

Ability to maintain attractive, clean and comfortable salon

Ability to set appropriate temperature setting

Ability to maintain reading materials, music, proper lighting and ventilation

5.07 Completes sales/service transaction.

Supporting Knowledge and Abilities

Knowledge of services/products and their costs

Knowledge of salon's sales transaction procedures

Ability to ascertain client's satisfaction for services

Ability to complete transaction

Ability to compute mentally and/or use electronic device

TASK 6 PERFORMS SALON MANAGEMENT FUNCTIONS.

Sub-task

6.01 Tallies individual daily intake.

Supporting Knowledge and Abilities

Knowledge of basic math calculations

Knowledge of salon's policy on timesheets

Ability to record individual technician's intake

Ability to tally sales slips and record results to master sheet

Ability to compute mentally and/or use electronic devices

6.02 Records working hours.

Supporting Knowledge and Abilities

Knowledge of salon's policy on timesheets

Ability to complete timesheets

Ability to record working hours

6.03 Maintains inventory control.

Supporting Knowledge and Abilities

Knowledge of importance of inventory control

Knowledge of safe practices for lifting and stocking

Ability to check inventory, order supplies, count and organize received supplies, complete inventory forms and follow-up

Ability to delete products sold and restock new products

Ability to rotate stock

Ability to write legibly and compute accurately

Ability to report missing and/or outstanding products

Ability to analyze sales trends

Ability to determine re-order point, schedule purchases and deliveries, check delivery receipts and verify invoices

Ability to check expiry dates

Ability to stock in an organized manner

TASK 7 PERFORMS RETAIL SALES.

Sub-task

7.01 Displays products.

Supporting Knowledge and Abilities

Knowledge of various products available on the market

Knowledge of seasonal and promotional window dressings

Knowledge of balance and aesthetics

Ability to display products attractively

Ability to perform housekeeping duties

7.02 Prices products.

Supporting Knowledge and Abilities

Knowledge of salon's policies on markup, markdowns and pricing system

Ability to place/update price tags on various products

Ability to monitor markups and markdowns

7.03 Markets products.

Supporting Knowledge and Abilities

Knowledge of marketing principles

Knowledge of ethics in advertising

Ability to recommend and demonstrate appropriate products

Ability to promote sales

BLOCK D

BASIC JOB SKILLS

Trends:

There has been an increased public awareness of products and services.

TASK 8 PERFORMS A CONSULTATION.

Sub-task

- | | | |
|-------------|--|--|
| 8.01 | Introduces client to salon. | Supporting Knowledge and Abilities

Knowledge of interpersonal relations

Ability to interact effectively with clients

Ability to communicate to interpret client's instructions |
| 8.02 | Orients client to service being provided. | Supporting Knowledge and Abilities

Knowledge of techniques of service being provided

Ability to communicate |
| 8.03 | Discusses common tools and equipment. | Supporting Knowledge and Abilities

Knowledge of tools and equipment

Ability to communicate |

8.04 Performs analysis for service requested.

Supporting Knowledge and Abilities

Knowledge of service related diseases and disorders

Ability to determine client's well-being

Ability to assess and analyze client's needs

Ability to interpret client's instructions

Ability to record results

8.05 Recommends treatment or service.

Supporting Knowledge and Abilities

Knowledge of products, procedures and side effects

Ability to recommend services based on analysis and appropriate treatment

Ability to create a trusting relationship

Ability to communicate effectively with clients using proper tone of voice, clear diction, precise questions and proper selection of words

Ability to determine duration time of treatment

Ability to ascertain the exact nature of services requested by clients

Ability to inform clients of possible risks with various procedures

8.06 Provides post-treatment care information and/or products.

Supporting Knowledge and Abilities

Knowledge of post-treatment products

Ability to communicate

Ability to instruct clients regarding post-treatment care

TASK 9 PREPARES CLIENTS FOR SERVICE.

Sub-task

9.01	Instructs clients to remove personal accessories.	Supporting Knowledge and Abilities Knowledge of liability issues Ability to provide a private change area Ability to prevent clothing damage Ability to ensure security of client's personal belongings
9.02	Drapes clients.	Supporting Knowledge and Abilities Knowledge of draping methods Ability to drape clients Ability to ensure the personal protection of the clients
9.03	Positions clients.	Supporting Knowledge and Abilities Knowledge of seating clients Knowledge of safe practices Knowledge of balance and equilibrium Ability to maintain client's comfort and safety Ability to adjust chair/bed for safety
9.04	Cleanses treatment area.	Supporting Knowledge and Abilities Knowledge of cleansing products and techniques Knowledge of various skin types and condition Knowledge of safe practices to prevent tissue damage Knowledge of contra-indications Ability to cleanse client's treatment area

Ability to select cleansing products

Ability to handle chemical products

9.05 Performs sensitivity patch if necessary. Supporting Knowledge and Abilities

Knowledge of sensitivity testing procedures

Knowledge of contra-indications

Ability to recognize contra-indications

Ability to re-assess skin and hair analysis

TASK 10 COMPLETES SERVICE.

Sub-task

10.01 Removes draping. Supporting Knowledge and Abilities

Knowledge of proper procedure for removing draping

Ability to remove draping

10.02 Assists clients in departure. Supporting Knowledge and Abilities

Knowledge of safe chair/bed operation

Ability to operate chair/bed

Ability to demonstrate courtesy to clients

Ability to recognize client's well-being

Ability to assist clients in replacing jewelry

10.03 Advises clients on future service requirement. Supporting Knowledge and Abilities

Knowledge of client's needs

Ability to communicate

10.04 Performs follow-up contact on service.

Supporting Knowledge and Abilities

Ability to communicate

Ability to instruct clients regarding the care needed until next appointment

Ability to recommend appropriate service related product

TASK 11 DEMONSTRATES PROFESSIONALISM.

Sub-task

11.01 Maintains client confidentiality.

Supporting Knowledge and Abilities

Knowledge of importance of confidentiality

Ability to demonstrate professionalism, confidentiality, responsibility and honesty

11.02 Practices ethical behaviour.

Supporting Knowledge and Abilities

Knowledge of business ethics

Ability to demonstrate professional ethics

11.03 Dresses appropriately.

Supporting Knowledge and Abilities

Knowledge of the importance of proper personal protective clothing for various tasks

Knowledge of proper attire and personal grooming

Knowledge of the importance of using gloves

Knowledge of Canadian Standards Association (CSA) for eye protection equipment

Ability to determine when to use safety glasses

Ability to use a face mask when required

Ability to wear vapor/fume masks when required

11.04 Practices proper personal hygiene. Supporting Knowledge and Abilities

Knowledge of good oral hygiene and proper grooming practices

Knowledge of deodorants

Ability to demonstrate personal hygiene

BLOCK E

ELECTROLYSIS TREATMENT

Trends:

Demographic changes and an aging population have resulted in an increased demand for services. Electrolysis treatments are becoming more socially accepted.

TASK 12 PERFORMS PRE-EPILATION TREATMENT.

Sub-task

12.01 Analyzes skin and hair.	Supporting Knowledge and Abilities
	Knowledge of hair chemistry
	Knowledge of growth patterns of hair
	Knowledge of the effects of antiseptics for preventing infections
	Knowledge of different product lines available
	Ability to assess and examine hair condition, texture, porosity, elasticity, quantity and length
	Ability to apply antiseptics
	Ability to perform an allergy patch test
	Ability to analyze test results
	Ability to recommend client's treatment and products
12.02 Chooses correct filament size.	Supporting Knowledge and Abilities
	Knowledge of correct filament size
	Knowledge of disposable sterilized filaments
	Ability to select treatments and products

12.03 Selects appropriate current.

Supporting Knowledge and Abilities

Knowledge of the effects of exposure from current

Knowledge of types of current

Ability to operate the equipment

12.04 Performs anaphoresis.

Supporting Knowledge and Abilities

Knowledge of anaphoresis

Ability to perform anaphoresis

Ability to assess clients non-verbal feedback

TASK 13 PERFORMS ELECTROLYSIS.

Sub-task

13.01 Uses appropriate current.

Supporting Knowledge and Abilities

Knowledge of currents

Ability to operate equipment to manufacturers' instructions

Ability to select and apply appropriate current

13.02 Inserts disposable sterilized filament.

Supporting Knowledge and Abilities

Knowledge of hair growth

Knowledge of how to insert filament

Knowledge of sterilization techniques for filaments

Knowledge of filament contamination

Ability to locate natural direction of hair growth

Ability to maintain sterilization while inserting filament into probe

Ability to insert filament into hair follicle

Ability to dispose of filament safely

13.03 Coagulates tissue.

Supporting Knowledge and Abilities

Knowledge of coagulating tissue

Ability to coagulate tissue

13.04 Epilates hair.

Supporting Knowledge and Abilities

Knowledge of hair epilation

Ability to epilate hair

TASK 14 PERFORMS POST-EPILATION TREATMENT.

Sub-task

14.01 Applies post-treatment product.

Supporting Knowledge and Abilities

Knowledge of post-treatment products

Ability to select and apply post-treatment products

Ability to apply post-treatment products according to manufacturers' direction

14.02 Performs cataphoresis.

Supporting Knowledge and Abilities

Knowledge of the purpose and procedure of cataphoresis

Knowledge of the process of disincrustation

Knowledge of infectious diseases

Knowledge of contamination

Ability to follow manufacturers' instructions for the product and equipment

APPENDICES

Appendix “A”

Tools and Equipment

Electrologists commonly use the following tools and equipment:

Adhesives	Magnifying Lamp
Alcohol Sanitizer	Mop and Bucket
Appointment Book	Needles/Filaments
Audio System	Probe
Autoclave or Dry Heat	Sharps Containers
Broom and Dustpan	Sink
Cabinet	Stool or Chair
Calculator	Telephone/Answering Machine
Cash Container	Timer
Client’s Information Record	Towels
Cotton	Treatment Table/Chair
Cotton Container	Vacuum Cleaner
Disposable Towels	Wall Charts of the Hair
Electrolysis Machine	Waste Can
Equipment Containers	
File Cabinet	
Forceps/Tweezers	
Gloves/Fingercots	
Hand Mirror	

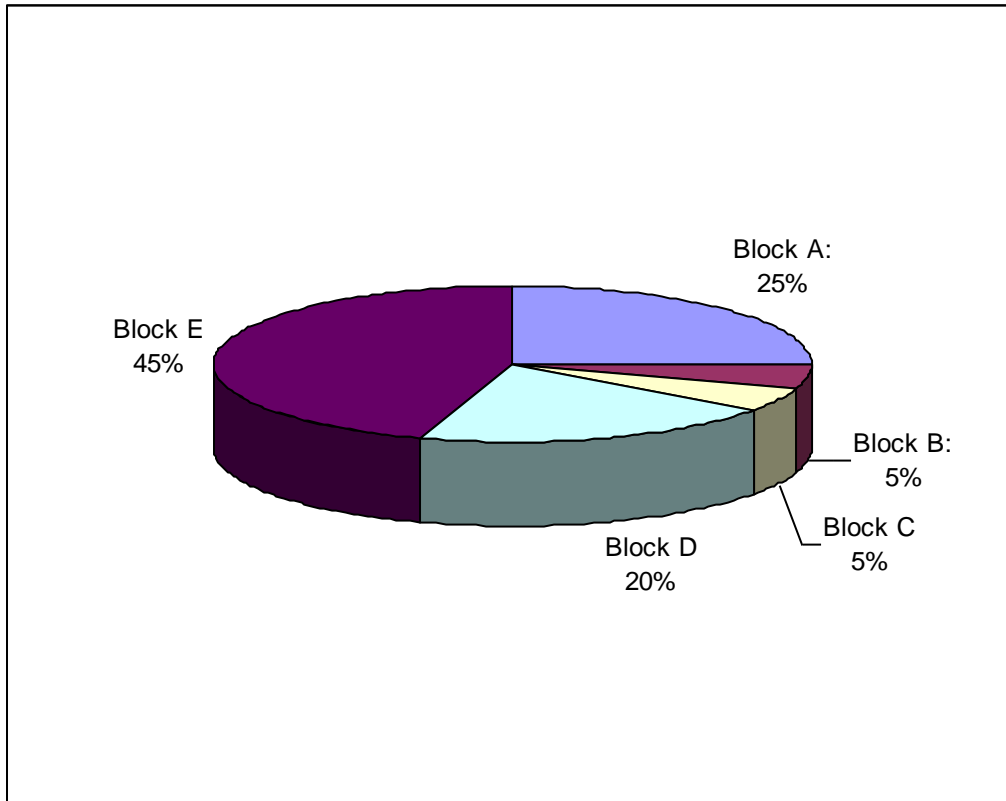
Appendix “B”

Glossary

Antiseptic	Chemical agent that prevents the growth of bacteria.
Anaphoresis	The process of forcing liquids into the tissues from the negative towards the positive pole using galvanic current.
Blend current	Alternative current and direct current simulated through a conductor.
Coagulates	Destroying the tissue.
Cataphoresis	Forcing of medicinal substances into the deeper tissues using the galvanic current from the positive towards the negative pole.
Depilatory	Preparations used for the temporary removal of hair.
Disincrustation	A process that softens and emulsifies grease deposits and blackheads in the follicles.
Disinfect	To destroy micro-organisms on any object.
Disinfectant	A chemical agent that kills bacteria (stronger than an antiseptic).
Electrolysis	The process of removing hair permanently by means of electricity. The term “electrolysis” has become synonymous with both the multiple-needle galvanic method and the more modern single-needle shortwave method.
Epilation	The removal of hair by the roots
Filament	Needle.
Forceps	A pair of small tweezers to remove or extract hair.
Probe	A needle holder.
Sanitize	To render objects clean and sanitary
Sterilize	To render sterile; to make free from all bacteria (harmful or beneficial).
Thermolysis	The use of high frequency or shortwave current to remove superfluous hair.

Appendix “C”

Block Percentages



Titles of Blocks

Block A	Safety and Sanitation
Block B	Records Management
Block C	Retail and Salon Management Functions
Block D	Basic Job Skills
Block E	Electrolysis Treatment

The average number of questions, derived from the collective decision made by workers within the occupation from all areas of the province, which will be placed on a one-hundred question provincial examination to assess each block of the analysis.

Appendix “D”

ELECTROLOGIST

Task Profile Chart

BLOCKS	TASKS	SUB-TASKS				
A Safety and Sanitation	1. Maintains a safe workplace environment.	1.01 Assesses workplace safety.	1.02 Cares for common tools and equipment.	1.03 Handles hazardous materials safely.	1.04 Practices effective fire prevention.	1.05 Practices first aid and CPR.
		1.06 Uses proper lifting techniques.	1.07 Protects clients' children from injury.	1.08 Uses designated areas for eating and drinking.	1.09 Maintains an ergonomically balanced workstation.	
	2. Sanitizes/ disinfects and sterilizes.	2.01 Sanitizes work station.	2.02 Sanitizes equipment.	2.03 Sanitizes bedding and towels.	2.04 Performs housekeeping operations.	2.05 Sanitizes hands.
		2.06 Sterilizes metal equipment.				
B Records Management	3. Completes client information record.	3.01 Obtains personal information.	3.02 Obtains medical information.	3.03 Records treatments.	3.04 Obtains signature for verification.	
	4. Maintains an organized filing system.	4.01 Files routinely and systematically.	4.02 Updates files.	4.03 Reviews files.	4.04 Secures files.	

BLOCKS	TASKS	SUB-TASKS				
C Retail and Salon Management Functions	5. Performs reception duties.	5.01 Prepares appointment book.	5.02 Answers telephone.	5.03 Schedules appointments.	5.04 Handles client concerns.	5.05 Greet and directs clients.
		5.06 Maintains office and waiting area.	5.07 Completes sales/service transaction.			
	6. Performs salon management functions.	6.01 Tallies individual daily intake.	6.02 Records working hours.	6.03 Maintains inventory control.		
	7. Performs retail sales.	7.01 Displays products.	7.02 Prices products.	7.03 Markets products.		
D Basic Job Skills	8. Performs a consultation.	8.01 Introduces client to salon.	8.02 Orients client to service being provided.	8.03 Discusses common tools and equipment.	8.04 Performs analysis for service requested.	8.05 Recommends treatment or service.
		8.06 Provides post- treatment care information and/or products.				
	9. Prepares client for service.	9.01 Instructs clients to remove personal accessories and/or clothing.	9.02 Drapes clients.	9.03 Positions clients.	9.04 Cleanses treatment area.	9.05 Performs sensitivity patch test if necessary.
	10. Completes service.	10.01 Removes draping.	10.02 Assists clients in departure.	10.03 Advises clients on future service requirement.	10.04 Performs follow-up contact on service.	

BLOCKS**TASKS****SUB-TASKS**

BLOCKS	TASKS	SUB-TASKS			
	11. Demonstrates professionalism.	11.01 Maintains client confidentiality.	11.02 Practices ethical behaviour.	11.03 Dresses appropriately.	11.04 Practices proper personal hygiene.
E Electrolysis Treatment	12. Performs pre-epilation treatment.	12.01 Analyzes skin and hair.	12.02 Chooses correct filament size.	12.03 Selects appropriate current.	12.04 Performs anaphoresis.
	13. Performs electrolysis.	13.01 Uses appropriate current.	13.02 Inserts disposable sterilized filament.	13.03 Coagulates tissue.	13.04 Epilates hair.
	14. Performs post-epilation treatment.	14.01 Applies post-treatment product.	14.02 Performs cataphoresis.		