

## Electrologist POA (2000) Subtask to Unit Comparison

NOA Subtask		Manitoba Unit(s)
<b>Task 1 – Maintains a safe workplace environment.</b>		
1.01	Assesses workplace safety.	A2 Client Service: Preservice/Postservice A5 New Trends B1 Safety in the Workplace B2 Hygiene, Bacteriology and Sterilization B3 WHIMIS, First Aid and CPR L3 Post-Epilation Treatment
1.02	Cares for common tools and equipment.	A2 Client Service: Preservice/Postservice A5 New Trends B1 Safety in the Workplace B2 Hygiene, Bacteriology and Sterilization B3 WHIMIS, First Aid and CPR J2 Tools and Equipment L3 Post-Epilation Treatment
1.03	Handles hazardous materials safely.	A2 Client Service: Preservice/Postservice A5 New Trends B1 Safety in the Workplace B2 Hygiene, Bacteriology and Sterilization B3 WHIMIS, First Aid and CPR
1.04	Practices effective fire prevention.	A5 New Trends
1.05	Practices first aid and CPR.	A2 Client Service: Preservice/Postservice A5 New Trends B1 Safety in the Workplace B2 Hygiene, Bacteriology and Sterilization B3 WHIMIS, First Aid and CPR
1.06	Uses proper lifting techniques.	A2 Client Service: Preservice/Postservice A5 New Trends B1 Safety in the Workplace B2 Hygiene, Bacteriology and Sterilization B3 WHIMIS, First Aid and CPR
1.07	Protects client's children from injury.	A5 New Trends B1 Safety in the Workplace B2 Hygiene, Bacteriology and Sterilization B3 WHIMIS, First Aid and CPR
1.08	Uses designated areas for eating and drinking.	A5 New Trends B1 Safety in the Workplace B2 Hygiene, Bacteriology and Sterilization B3 WHIMIS, First Aid and CPR
1.09	Maintains an ergonomically balanced workstation.	A2 Client Service: Preservice/Postservice A5 New Trends B1 Safety in the Workplace
<b>Task 2 – Sanitizes/Disinfects and sterilizes.</b>		
2.01	Sanitizes workstation.	A2 Client Service: Preservice/Postservice A5 New Trends B2 Hygiene, Bacteriology and Sterilization L3 Post-Epilation Treatment
2.02	Sanitizes equipment.	A2 Client Service: Preservice/Postservice A5 New Trends B2 Hygiene, Bacteriology and Sterilization J2 Tools and Equipment L3 Post-Epilation Treatment
2.03	Sanitizes bedding and towels.	A2 Client Service: Preservice/Postservice A5 New Trends B2 Hygiene, Bacteriology and Sterilization

<b>NOA Subtask</b>		<b>Manitoba Unit(s)</b>
2.04	Performs housekeeping operations.	A2 Client Service: Preservice/Postservice
		A4 Anatomy and Physiology
		A5 New Trends
		B1 Safety in the Workplace
		B2 Hygiene, Bacteriology and Sterilization
2.05	Sanitizes hands.	A2 Client Service: Preservice/Postservice
		A5 New Trends
		B2 Hygiene, Bacteriology and Sterilization
		L3 Post-Epilation Treatment
2.06	Sterilizes metal equipment.	A2 Client Service: Preservice/Postservice
		A5 New Trends
		B2 Hygiene, Bacteriology and Sterilization
		J2 Tools and Equipment
		L3 Post-Epilation Treatment
<b>Task 3 – Completes client information record.</b>		
3.01	Obtains personal information.	A2 Client Service: Preservice/Postservice
		A5 New Trends
3.02	Obtains medical information.	A2 Client Service: Preservice/Postservice
		A4 Anatomy and Physiology
		A5 New Trends
3.03	Records treatments.	A2 Client Service: Preservice/Postservice
		A5 New Trends
3.04	Obtains signature for verification.	A2 Client Service: Preservice/Postservice
		A5 New Trends
<b>Task 4 – Maintains an organized filing system.</b>		
4.01	Files routinely and systematically.	A2 Client Service: Preservice/Postservice
		A5 New Trends
4.02	Updates files.	A2 Client Service: Preservice/Postservice
		A5 New Trends
4.03	Reviews files.	A2 Client Service: Preservice/Postservice
		A5 New Trends
4.04	Secures files.	A2 Client Service: Preservice/Postservice
		A5 New Trends
<b>Task 5 – Performs reception duties.</b>		
5.01	Prepares appointment book.	A3 Retail and Salon Management
		A5 New Trends
5.02	Answers telephone.	A3 Retail and Salon Management
		A5 New Trends
5.03	Schedules appointments.	A3 Retail and Salon Management
		A5 New Trends
5.04	Handles client concerns.	A1 Introduction to Esthetics/Electrologist Industry
		A3 Retail and Salon Management
		A5 New Trends
5.05	Greets and directs clients.	A1 Introduction to Esthetics/Electrologist Industry
		A2 Client Service: Preservice/Postservice
		A3 Retail and Salon Management
		A5 New Trends
5.06	Maintains office and waiting area.	A2 Client Service: Preservice/Postservice
		A3 Retail and Salon Management
		A5 New Trends
5.07	Completes sales/service transaction.	A3 Retail and Salon Management
		A5 New Trends
<b>Task 6 – Performs salon management functions.</b>		
6.01	Tallies individual daily intake.	A3 Retail and Salon Management
		A5 New Trends
6.02	Records working hours.	A3 Retail and Salon Management

NOA Subtask		Manitoba Unit(s)
		A5 New Trends
6.03	Maintains inventory control.	A3 Retail and Salon Management
		A5 New Trends
<b>Task 7 – Performs retail sales.</b>		
7.01	Displays products.	A3 Retail and Salon Management
		A5 New Trends
7.02	Prices products.	A3 Retail and Salon Management
		A5 New Trends
7.03	Markets products.	A2 Client Service: Preservice/Postservice
		A3 Retail and Salon Management
		A5 New Trends
<b>Task 8 – Basic Job Skills</b>		
8.01	Introduces client to salon.	A1 Introduction to Esthetics/Electrologist Industry
		A2 Client Service: Preservice/Postservice
		A5 New Trends
8.02	Orients client to service being provided.	A1 Introduction to Esthetics/Electrologist Industry
		A2 Client Service: Preservice/Postservice
		A3 Retail and Salon Management
		A5 New Trends
8.03	Discusses common tools and equipment.	A2 Client Service: Preservice/Postservice
		A5 New Trends
		J2 Tools and Equipment
8.04	Performs analysis for service requested.	A2 Client Service: Preservice/Postservice
		A4 Anatomy and Physiology
		A5 New Trends
		K1 Skin Dermatology and Histology
8.05	Recommends treatment or service.	A2 Client Service: Preservice/Postservice
		A5 New Trends
8.06	Provides post-treatment care information and/or products.	A2 Client Service: Preservice/Postservice
		A5 New Trends
		L3 Post-Epilation Treatment
<b>Task 9 – Prepares clients for service.</b>		
9.01	Instructs clients to remove personal accessories and/or clothing.	A2 Client Service: Preservice/Postservice
		A5 New Trends
9.02	Drapes clients.	A2 Client Service: Preservice/Postservice
		A5 New Trends
9.03	Positions clients.	A2 Client Service: Preservice/Postservice
		A5 New Trends
9.04	Cleanses treatment area.	A2 Client Service: Preservice/Postservice
		A5 New Trends
		K1 Skin Dermatology and Histology
9.05	Performs sensitivity patch test if necessary.	A2 Client Service: Preservice/Postservice
		A4 Anatomy and Physiology
		A5 New Trends
<b>Task 10 – Completes service.</b>		
10.01	Removes draping.	A2 Client Service: Preservice/Postservice
		A5 New Trends
10.02	Assists clients in departure.	A2 Client Service: Preservice/Postservice
		A5 New Trends
10.03	Advises clients on future service requirement.	A2 Client Service: Preservice/Postservice
		A5 New Trends
10.04	Performs follow-up contact on service.	A2 Client Service: Preservice/Postservice
		A5 New Trends
<b>Task 11 – Demonstrates professionalism.</b>		
11.01	Maintains client confidentiality.	A1 Introduction to Esthetics/Electrologist Industry

NOA Subtask		Manitoba Unit(s)
		A2 Client Service: Preservice/Postservice
		A5 New Trends
11.02	Practices ethical behaviour.	A1 Introduction to Esthetics/Electrologist Industry
		A2 Client Service: Preservice/Postservice
		A5 New Trends
11.03	Dresses appropriately.	A1 Introduction to Esthetics/Electrologist Industry
		A5 New Trends
11.04	Practices proper personal hygiene.	A1 Introduction to Esthetics/Electrologist Industry
<b>Task 12 – Performs pre-epilation treatment.</b>		
12.01	Analyzes skin and hair.	J1 Introduction to Electrologist
		J4 Trends
		K1 Skin Dermatology and Histology
		K2 Hair Structure and Analysis
		K3 Hair Problems
		L1 Pre-epilation Treatment
12.02	Chooses correct filament size.	J1 Introduction to Electrologist
		J3 Principles of Electricity and Equipment
		J4 Trends
		K2 Hair Structure and Analysis
		L1 Pre-epilation Treatment
12.03	Selects appropriate current.	J1 Introduction to Electrologist
		J3 Principles of Electricity and Equipment
		J4 Trends
		K2 Hair Structure and Analysis
		L1 Pre-epilation Treatment
12.04	Performs anaphoresis	J1 Introduction to Electrologist
		J4 Trends
		K2 Hair Structure and Analysis
		L1 Pre-epilation Treatment
<b>Task 13 – Performs electrolysis.</b>		
13.01	Uses appropriate current.	J1 Introduction to Electrologist
		J3 Principles of Electricity and Equipment
		J4 Trends
		L2 Electrolysis
13.02	Inserts disposable sterilized	J1 Introduction to Electrologist
		J3 Principles of Electricity and Equipment
		J4 Trends
		L2 Electrolysis
13.03	Coagulates tissue.	J1 Introduction to Electrologist
		J4 Trends
		L2 Electrolysis
13.04	Epilates hair.	J1 Introduction to Electrologist
		J4 Trends
		L2 Electrolysis
<b>Task 14 – Performs post-epilation treatment.</b>		
14.01	Applies post-treatment product.	J1 Introduction to Electrologist
		J4 Trends
		L3 Post-Epilation Treatment
14.02	Performs cataphoresis.	J1 Introduction to Electrologist
		J4 Trends
		L3 Post-Epilation Treatment