

Esthetician

(Nail Technician)

(Skin Care Technician)

Provincial Occupational Analysis 2013

ACKNOWLEDGEMENTS

Thanks go to the Provincial Advisory Committee (PAC) for their contribution to the editing of the Provincial Occupational Analysis for Esthetician. They are:

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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 Advisory Committee (PAC) 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 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 Advisory Committee, which will be placed on a provincial examination to assess each task of the analysis.

PIE CHART (APPENDIX “C”)

The pie chart depicts the percentages the Committee assigned to blocks in the analysis during validation.

SCOPE OF THE TRADE: NAIL TECHNICIAN

Estheticians provide a service to individuals through their professional knowledge and expertise in the use of cosmetic products and treatments. The esthetician trade is comprised of two sub-components: nail technician and skin care technician. The scope of nail technician includes work involved with nails only. The scope of skin care technician includes work involved with skin care only. The scope of esthetician includes work involved in both nail and skin care.

A nail technician performs the following:

- Performing manicures and pedicures
- Removal of nail enamel, nail buffing and applying nail enamel
- Cleaning and shaping nails to make them more attractive
- Enhancing nails
- Extending natural nails with enhancement products
- Wrapping nails to mend and strengthen
- Applying temporary nail tips
- Applying U-V-cured polish and extended-wear polish
- Decorating clients' nails with designs or attaching ornaments to nails
- Applying artificial nails
- Caring for the skin of hands and feet

OBSERVATIONS AND TRENDS ARISING FROM ANALYSIS

The demand for nail care services has changed significantly over the past decade. Recent trends in the industry have led to a more diversified trade for nail technicians. Increased knowledge is required because of the wide range of products available for specific nail care applications, such as gel nails, U-V-cured polish and extended-wear polish, nail art, and air brushing. Also, these new products have led to new and revised techniques. The demand for nail technicians should remain strong as clients' requests for the latest products and services continue to grow.

SCOPE OF THE TRADE: SKIN CARE TECHNICIAN

Estheticians provide a service to individuals through their professional knowledge and expertise in the use of cosmetic products and treatments. The esthetician trade is comprised of two sub-components: nail technician and skin care technician. The scope of nail technician includes work involved with nails only. The scope of skin care technician includes work involved with skin care only. The scope of esthetician includes work involved in both nail and skin care.

A skin care technician performs the following:

- Cleansing of face, neck and shoulders
- Skin care treatments
- Advanced skin treatments
- Facial treatments
- Body treatments
- Analysis of skin condition
- Facial masks
- Make-up artistry and techniques
- Hair removal by depilatory methods
- Relaxation massages and muscle toning
- Correction of skin problems using currents
- Lash and brow tinting
- Individual eyelash application

OBSERVATIONS AND TRENDS ARISING FROM ANALYSIS

Due to the growing demand for services, there is a need for better pre-service and post-service consultation between the skin care technician and the client. This trend has altered the role and skill requirements of the skin care technician. In addition, the introduction of the computer has created a need for a new set of skills.

Considerable variations are evident among salons regarding the nature and range of services provided. Trends in this industry including permanent make-up, chemical peels, electronic toning, micro-dermabrasion (to eliminate scarring) and lymphatic drainage massage (the elimination of toxins through lymph nodes).

Skin care technicians are also involved in retailing products for at-home maintenance programs, further expanding the marketing, product knowledge and skill required in the occupation.

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. There is also an ever-increasing importance being placed on standardization of protocols and procedures related to safety and sanitation.*

Task 1 **Maintains a safe workplace environment.**

Sub-task

1.01 **Assesses workplace safety.**

Supporting Knowledge and Abilities

- 1.01.01 knowledge of applicable safety and health standards, provincial and local regulations
- 1.01.02 knowledge of occupational health hazards and methods of prevention
- 1.01.03 knowledge of personal protective wear such as face mask, protective eyewear, gloves
- 1.01.04 ability to identify health and safety hazards, in order to eliminate human injuries, damage to tools, equipment and environmental contamination
- 1.01.05 ability to abide by governing legislation and regulations by the Province of Manitoba

Sub-task

1.02 **Cares for common tools and equipment.**

Supporting Knowledge and Abilities

- 1.02.01 knowledge of basic maintenance requirements for tools and equipment, according to manufacturer's instructions
- 1.02.02 knowledge of sharps containers for disposal of sharp-edged objects

- 1.02.03 knowledge of safety practices and regulations for common hand/electric tools
- 1.02.04 ability to perform basic maintenance according to manufacturer's instructions

Sub-task
1.03 Handles hazardous materials safely.

Supporting Knowledge and Abilities

- 1.03.01 knowledge of the various products, chemicals and their related hazards
- 1.03.02 knowledge of WHMIS and MSDS
- 1.03.03 ability to handle various products for personal and client's safety
- 1.03.04 ability to obtain WHMIS and MSDS
- 1.03.05 ability to follow manufacturers' specifications
- 1.03.06 ability to determine one's legal right if working under hazardous conditions

Sub-task
1.04 Practices effective fire prevention.

Supporting Knowledge and Abilities

- 1.04.01 knowledge of various classes of fires and extinguishers
- 1.04.02 knowledge of proper storage and handling of flammable liquids and materials
- 1.04.03 knowledge of fire safety
- 1.04.04 ability to locate fire extinguishers, fire exits and fire department phone numbers
- 1.04.05 ability to operate emergency safety equipment
- 1.04.06 ability to follow emergency safety procedures

Sub-task		
1.05	Practices first aid and CPR.	Supporting Knowledge and Abilities
		1.05.01 knowledge of basic first aid and CPR
		1.05.02 ability to perform first aid and CPR

Task 2 Sanitizes/Disinfects and sterilizes

Subtask		
2.01	Sanitizes workstation.	Supporting Knowledge and Abilities
		2.01.01 knowledge of Health Canada/Jurisdictional health standards
		2.01.02 knowledge of Manufacturer's specifications
		2.01.03 knowledge of solution ratios and strength(s)
		2.01.04 knowledge of sanitation aspects regarding the use of workstations
		2.01.05 ability to sanitize workstation

Sub-task		
2.02	Sanitizes and sterilizes equipment.	Supporting Knowledge and Abilities
		2.02.01 knowledge of washing implements before the sanitation and sterilization process
		2.02.02 ability to wash implements before the sanitation and sterilization process
		2.02.03 ability to use autoclave or dry heat

Sub-task		
2.03	Sanitizes bedding and towels.	Supporting Knowledge and Abilities
		2.03.01 knowledge of the correct use of washer and dryer

- 2.03.02 ability to manage existing stock, to ensure an adequate supply of clean bedding and towels
- 2.03.03 ability to use washer and dryer according to manufacturer's instructions

Sub-task
2.04 Practices infection control.

Supporting Knowledge and Abilities

- 2.04.01 knowledge of the spread of infectious diseases and methods of prevention
- 2.04.02 knowledge of housekeeping operations
- 2.04.03 knowledge of personal and public hygiene
- 2.04.04 ability to sort waste products for recycling

Sub-task
2.05 Practices personal hygiene.

Supporting Knowledge and Abilities

- 2.05.01 knowledge of proper attire, personal hygiene, and personal grooming
- 2.05.02 ability to maintain proper attire, personal hygiene, and personal grooming

BLOCK B

BUSINESS 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 and medical information.

Supporting Knowledge and Abilities

- 3.01.01 knowledge of recordkeeping
- 3.01.02 knowledge of allergic reactions and treatment contra-indicators
- 3.01.03 knowledge of medical conditions for specific clients
- 3.01.04 knowledge of *The Freedom of Information and Protection of Privacy Act* (Manitoba)(S.M.1997,c.50-cap.F175
- 3.01.05 ability to record data on record cards and forms and/or use a computer data file

Sub-task

3.02 Records treatments.

Supporting Knowledge and Abilities

- 3.02.01 ability to record services provided and results of treatments to clients
- 3.02.02 ability to record results of treatment analysis
- 3.02.03 ability to complete a client's record card and obtain signature

Sub-task

3.03 Maintains an organized filing system.

Supporting Knowledge and Abilities

- 3.03.01 knowledge of filing systems and techniques
- 3.03.02 ability to use a system for file keeping

- 3.03.03 ability to review and update files
- 3.03.04 ability to file routinely and systematically

Sub-task
3.04 Practices ethical behavior.

Supporting Knowledge and Abilities

- 3.04.01 knowledge of business ethics
- 3.04.02 ability to demonstrate professional ethics
- 3.04.03 ability to maintain client confidentiality

Task 4 Performs reception duties.

Sub-task
4.01 Interacts with clients.

Supporting Knowledge and Abilities

- 4.01.01 knowledge of interpersonal relations
- 4.01.02 knowledge of telephone etiquette
- 4.01.03 ability to greet and direct clients
- 4.01.04 ability to schedule appointments
- 4.01.05 ability to handle client concerns
- 4.01.06 ability to demonstrate professionalism, initiative, courtesy, tact, discretion, flexibility
- 4.01.07 ability to analyze, handle and settle complaints according to company policies

Sub-task
4.02 Performs retail functions.

Supporting Knowledge and Abilities

- 4.02.01 knowledge of services/products and their costs
- 4.02.02 knowledge of salon policy regarding product pricing
- 4.02.03 knowledge of sales transaction procedures
- 4.02.04 knowledge of attractive display techniques
- 4.02.05 knowledge of product promotion

- 4.02.06 ability to price products
- 4.02.07 ability to complete sales/service transactions
- 4.02.08 ability to display products attractively
- 4.02.09 ability to promote products to clients

Sub-task

4.03 Maintains office and waiting area.

Supporting Knowledge and Abilities

- 4.03.01 knowledge of professional image of reception areas
- 4.03.02 ability to maintain attractive, clean and comfortable salon

Task 5 Performs salon management functions.

Sub-task

5.01 Tallies individual daily intake.

Supporting Knowledge and Abilities

- 5.01.01 knowledge of basic math calculations
- 5.01.02 knowledge of salon's policy on timesheets
- 5.01.03 ability to record individual technician's intake
- 5.01.04 ability to tally sales slips and record results to master sheet
- 5.01.05 ability to compute mentally and/or use electronic devices

Sub-task

5.02 Records working hours.

Supporting Knowledge and Abilities

- 5.02.01 knowledge of salon's policy on timesheets
- 5.02.02 ability to complete timesheets
- 5.02.03 ability to record working hours

Sub-task

5.03 Maintains inventory control.

Supporting Knowledge and Abilities

- 5.03.01 knowledge of importance of inventory control
- 5.03.02 knowledge of safe practices for lifting and stocking
- 5.03.03 ability to check inventory, order supplies, count and organize received supplies, complete inventory forms and follow-up
- 5.03.04 ability to delete products sold and restock new products
- 5.03.05 ability to rotate stock
- 5.03.06 ability to write legibly and compute accurately
- 5.03.07 ability to report missing and/or outstanding products
- 5.03.08 ability to analyze sales trends
- 5.03.09 ability to determine re-order point, schedule purchases and deliveries, check delivery receipts and verify invoices
- 5.03.10 ability to check expiry dates
- 5.03.11 ability to stock in an organized manner

BLOCK C

BASIC JOB SKILLS

Trends: *Changes are always occurring with new products and services and the technologies associated with them. This has led to increased public awareness of and demand for these new trends.*

Task 6 Performs a consultation.

Sub-task

6.01 Introduces and orients client to salon.

Supporting Knowledge and Abilities

6.01.01 knowledge of interpersonal relations

6.01.02 ability to interact effectively with clients

6.01.03 ability to communicate to interpret client's instructions

Sub-task

6.02 Performs analysis for service requested.

Supporting Knowledge and Abilities

6.02.01 knowledge of sensitivity-testing procedures

6.02.02 knowledge of service related diseases and disorders

6.02.03 ability to assess and analyze client's needs

Sub-task

6.03 Recommends treatment or service.

Supporting Knowledge and Abilities

6.03.01 knowledge of products, procedures and side effects

6.03.02 ability to recommend services based on analysis and appropriate treatment

Task 7 Performs service.

Sub-task

7.01 Prepares client.

Supporting Knowledge and Abilities

- 7.01.01 knowledge of removal and securing of client's personal belongings
- 7.01.02 knowledge of draping and positioning client
- 7.01.03 ability to select cleansing products
- 7.01.04 ability to handle chemical products

Sub-task

7.02 Carries out service

Supporting Knowledge and Abilities

- 7.02.01 knowledge of service procedures
- 7.02.02 ability to provide service

Sub-task

7.03

Supporting Knowledge and Abilities

- 7.03.01 knowledge of post-treatment products
- 7.03.02 ability to assist client in departure
- 7.03.03 ability to instruct clients regarding post-treatment care and future appointments

BLOCK D

NAIL CARE

Trends: *There has been an increased demand by consumers for product knowledge because of the wide range of products available for specific applications. There is an ongoing increase in the kinds of products available and the technology associated with them.*

Task 8 Performs manicures/pedicures

Sub-task

8.01 Assesses hand and foot nail health.

Supporting Knowledge and Abilities

8.01.01 knowledge of proper sanitization procedures for hands and feet

Sub-task

8.02 Prepares client's nails.

Supporting Knowledge and Abilities

8.02.01 knowledge of nail enamel and U-V-cured products

8.02.02 ability to remove nail enamel and U-V-cured products

8.02.03 ability to choose nail enamel colour according to client's request

Sub-task

8.03 Shapes nails.

Supporting Knowledge and Abilities

8.03.01 knowledge of filing nails

8.03.02 ability to shape and file nails uniformly

Sub-task

8.04 Shape, soak and condition cuticles.

Supporting Knowledge and Abilities

8.04.01 knowledge of soaking techniques, products and equipment

8.04.02 knowledge of excess pterygium

8.04.03 ability to use appropriate equipment

8.04.04 ability to remove excess pterygium

Sub-task
8.05 Reduces calluses.

Supporting Knowledge and Abilities

- 8.05.01 knowledge of products and equipment, their appropriate use and when to use on a client
- 8.05.02 knowledge of filing techniques
- 8.05.03 ability to use equipment and dispose of used blades safely
- 8.05.04 ability to use products and equipment with the appropriate technique

Sub-task
8.06 Massages limbs.

Supporting Knowledge and Abilities

- 8.06.01 knowledge of various massage products and techniques
- 8.06.02 ability to use massage products and techniques
- 8.06.03 ability to remove massage products

Sub-task
8.07 Applies nail enamel.

Supporting Knowledge and Abilities

- 8.07.01 knowledge of techniques to apply nail enamel and support products
- 8.07.02 ability to apply nail enamel and support products

Sub-task
8.08 Repairs natural nails.

Supporting Knowledge and Abilities

- 8.08.01 knowledge of nail buffer products and equipment
- 8.08.02 knowledge of nail buffing technique
- 8.08.03 ability to use products and equipment with the appropriate nail buffing techniques

Task 9 Performs artificial nail applications.

Sub-task

9.01 Prepares for artificial nail application.

Supporting Knowledge and Abilities

9.01.01 knowledge of appropriate tools, equipment and products to prepare for artificial nail application

9.01.02 ability to use appropriate tools, equipment and products to prepare for artificial nail application

Sub-task

9.02 Applies artificial nail product.

Supporting Knowledge and Abilities

9.02.01 knowledge of products for wraps/gels/acrylics/U-V-cured products

9.02.02 knowledge of techniques to apply products according to manufacturer's instructions

9.02.03 ability to apply products according to the manufacturers' instructions

Sub-task

9.03 Repairs and/or maintains artificial nails.

Supporting Knowledge and Abilities

9.03.01 knowledge of nail repair products and equipment

9.03.02 knowledge of nail buffing techniques

9.03.03 ability to identify nail problems

9.03.04 ability to use products with the appropriate techniques

9.03.05 ability to use products according to the manufacturers' directions

BLOCK E

SKIN CARE TREATMENTS

Trends: *There has been an increased use in equipment for face and body. More holistic treatments are performed including aromatherapy and massage for stress relief. There is also an increased awareness and application of medical approaches to treatments*

Task 10 Performs body treatments.

Sub-task

10.01 Determines specific product line to be used.

Supporting Knowledge and Abilities

10.01.01 knowledge of different product lines carried in salon

10.01.02 knowledge of skin conditions and contra-indications

10.01.03 ability to assess skin and recommend proper treatment

Sub-task

10.02 Follows manufacturers' recommendations.

Supporting Knowledge and Abilities

10.02.01 knowledge of manufacturers products

10.02.02 ability to perform required treatment according to manufacturers' specifications

10.02.03 ability to assess skin and recommend proper treatment

Sub-task

10.03 Performs spa treatments.

Supporting Knowledge and Abilities

10.03.01 knowledge of spa treatments

10.03.02 knowledge of manufacturers products

10.03.03 ability to perform spa treatments

10.03.04 ability to perform required treatment according to manufacturers' specifications

Task 11 Performs basic skin treatments.

Sub-task

11.01 Performs skin analysis.

Supporting Knowledge and Abilities

- 11.01.01 knowledge of skin conditions, types, diseases and disorders
- 11.01.02 ability to perform a skin analysis

Sub-task

11.02 Cleanses and exfoliates skin.

Supporting Knowledge and Abilities

- 11.02.01 knowledge of exfoliation products and techniques
- 11.02.02 ability to exfoliate in an appropriate manner

Sub-task

11.03 Performs extractions.

Supporting Knowledge and Abilities

- 11.03.01 knowledge of proper techniques
- 11.03.02 knowledge of facial equipment used in this process
- 11.03.03 knowledge of products used for anti-bacterial treatments
- 11.03.04 knowledge of skin's tolerance
- 11.03.05 ability to extract manually
- 11.03.06 ability to identify skin's tolerance
- 11.03.07 ability to use equipment and/or products

Sub-task

11.04 Performs massages.

Supporting Knowledge and Abilities

- 11.04.01 knowledge of products for skin types
- 11.04.02 knowledge of massage equipment
- 11.04.03 ability to apply products and perform massage service
- 11.04.04 ability to remove products

11.04.05 ability to use equipment and/or products

Sub-task

11.05 Applies skin mask products.

Supporting Knowledge and Abilities

11.05.01 knowledge of products

11.05.02 knowledge of product application time

11.05.03 knowledge of removal procedures for products used

11.05.04 ability to select appropriate products for skin type

11.05.05 ability to apply products according to manufacturers' recommendations

11.05.06 ability to remove product

Sub-task

11.06 Applies toner.

Supporting Knowledge and Abilities

11.06.01 knowledge of toner

11.06.02 knowledge of appropriate products for skin type

11.06.03 knowledge of equipment used in this process

11.06.04 ability to apply toner

11.06.05 ability to use equipment in this process

Sub-task

11.07 Applies protective products.

Supporting Knowledge and Abilities

11.07.01 knowledge of products

11.07.02 ability to apply products

Sub-task		
11.08 Prescribes home care.	Supporting Knowledge and Abilities	
	11.08.01	knowledge of products
	11.08.02	ability to recommend appropriate home care products

Task 12 Performs specialized facial treatments.

Sub-task		
12.01 Performs skin analysis.	Supporting Knowledge and Abilities	
	12.01.01	knowledge of skin conditions
	12.01.02	ability to perform skin analysis

Sub-task		
12.02 Determines specific product line and equipment to be used.	Supporting Knowledge and Abilities	
	12.02.01	knowledge of manufacturers' products and equipment
	12.02.02	knowledge of specialized treatments
	12.02.03	ability to assess skin and recommend proper treatments

Sub-task		
12.03 Follows manufacturers' recommendations.	Supporting Knowledge and Abilities	
	12.03.01	knowledge of manufacturers' products and equipment
	12.03.02	ability to perform required treatments according to manufacturers' specifications

Task 13 Performs make-up artistry.

Sub-task		
13.01 Prepares client for make-up application.	Supporting Knowledge and Abilities	
	13.01.01	knowledge of draping client
	13.01.02	knowledge of appropriate products for skin types

13.01.03 knowledge of application procedures

Sub-task

13.02 Applies make-up.

Supporting Knowledge and Abilities

13.02.01 knowledge of facial shapes and features

13.02.02 knowledge of enhancing and concealing techniques

13.02.03 knowledge of colour theory

13.02.04 knowledge of make-up products and equipment

13.02.05 knowledge of make-up application techniques

13.02.06 knowledge of natural skin tones

13.02.07 knowledge of make-up brushes

13.02.08 ability to match make-up to client's skin tone

13.02.09 ability to apply make-up artistically

Task 14 Performs hair removal.

Sub-task

14.01 Performs client consultation.

Supporting Knowledge and Abilities

14.01.01 knowledge of contra-indications

14.01.02 ability to determine service based on contra-indications

Sub-task

14.02 Prepares skin for hair removal.

Supporting Knowledge and Abilities

14.02.01 knowledge of pre-treatment products

14.02.02 knowledge of measuring eyebrow shape and size for client

14.02.03 ability to use pre-treatment products

14.02.04 ability to measure eyebrow shape and size for client

Sub-task

14.03 Performs hair removal.

Supporting Knowledge and Abilities

14.03.01 knowledge of tweezing techniques

14.03.02 knowledge of shaping eyebrows by tweezing

14.03.03 knowledge of application of depilatory products to hair growth pattern

14.03.04 knowledge of removal of depilatory products

14.03.05 ability to shape eyebrow according to client

14.03.06 ability to tweeze unwanted hair

14.03.07 ability to remove depilatory products

Sub-task

14.04 Applies post-treatment products.

Supporting Knowledge and Abilities

14.04.01 knowledge of post-treatment products

14.04.02 ability to use post-treatment products

Sub-task

14.05 Prescribes home care.

Supporting Knowledge and Abilities

14.05.01 knowledge of skin after-care products

14.05.02 ability to explain skin after-care procedures

Task 15 Performs lash/brow tints.

Sub-task

15.01 Prepares client for lash/brow tint.

Supporting Knowledge and Abilities

15.01.01 knowledge of cleansing and protective products

15.01.02 knowledge of lash/brow tint products

15.01.03 ability to select appropriate tinting product for client

15.01.04 ability to apply protective products to client

15.01.05 ability to dispense and mix tinting products

Sub-task

15.02 Applies tinting product.

Supporting Knowledge and Abilities

15.02.01 knowledge of product application

15.02.02 knowledge of processing and colour absorption time

15.02.03 ability to apply product

15.02.04 ability to remove tinting product

Sub-task

15.06 Tests tinting results.

Supporting Knowledge and Abilities

15.06.01 knowledge of client's desired result

15.06.02 knowledge of colour mixtures for intensity and duration

15.06.03 ability to determine desired colour

APPENDICES

Appendix “A” Implements and Equipment: Nail Technician

Nail technicians commonly use the following implements and equipment:

Adhesives	Nail Clippers
Alcohol Sanitizer	Oil Heater
Appointment Book	Pedicure Client Chair
Artificial Nail Buffer	Pedicure Foot Rest
Brooms	Pedicure Nail Pushers
Buckets	Pedicure Hook
Buffer	Pedicure Callus Remover
Calculator	Pedicure Foot Buffer/File
Cash Drawer or Register	Pedicure Toe Separators
Client Record Cards	Pedicure Slippers
Computer and Software	Plastic Film
Cotton	Plastic or Glass Bowl
Cuticle Nippers	Policy Manual
Cuticle Stick (disposable)	Recycling Containers (Biohazard)
Double-ended corner file	Safety Eyewear
Dryer (Clothes)	Sharps Containers
Dustpan	Spatula
Electric Nail Buffer	Sterilizers (dry heat/autoclave)
Emery Board (disposable)	Surgical Face Mask
Excavator	Swivel Chair
Eye Wash Station	Telephone/Answering Machine
File Board (sanitizable)	Thermobath
First Aid Kit	Timer
Gloves	Towels
Laundry Basket	Ultraviolet Equipment
Manicure Finger Bowl	Vacuum Cleaner
Manicure Mitts	Washing Machine
Manicure Pillow	Waste Can
Manicure Scissors	Water Bowl
Manicure Table	Wet Sanitizer
Mirrors	WHMIS binder
Mop	
Nail Brush	

Appendix “A”

Implements and Equipment: Skin Care Technician

Skin care technicians commonly use the following implements and equipment:

Alcohol Sanitizer	Measuring Cups
Applicator/Spray Bottle	Mop
Appointment Book	Muslin Cloth Strips
Blankets	Note Book
Brooms	Plastic/Metal or Glass Bowl
Brushes: brow, mask, exfoliation	Policy Manual
Brushing Machine	Protective Caps
Buckets	Recycling Containers (Biohazard)
Calculators	Safety Glasses
Cash Register	Sanitizing Jar
Client Record Cards	Scissors
Comedones Extractors	Sharps Containers
Computer and Software (optional)	Sheets
Cosmetic Brushes/Applicators	Skin Analysis Equipment
Dryer (Clothes)	Smocks/Salon Gowns
Dry Heat Sterilizer	Spatulas
Dustpan	Sponges
Electric Facial Steamer	Stapler
Electric High Frequency Machine	Sterilizers
Electric Magnifying Lamp	Sterilizer Jar
Electric Mask	Stir Stick
Electric Pulverizer	Suction Machine
Electric Spray Machine	Swivel Chair
Eye Pads	Telephone/Answering Machine
Eyebrow Brush	Timer
Eyebrow Tweezers	Towels
Eyelash Curler	Treatment Mitts
Facial Bed	Ultraviolet Sanitizer
Facial Tissues	Vacuum Cleaner
Finger Cots	Vapor Mask
First Aid Kit	Washing Machine
Galvanic Current Machine	Waste Can
Gloves	Water Bowl
Hair Removal Tools	Water Heater
Hand Mirrors	Wet Sanitizer
Head Band	Wooden Wax Applicator
Infra-red Light	Woods Lamp
Lancets	

Appendix B: Nail Care Technician Glossary

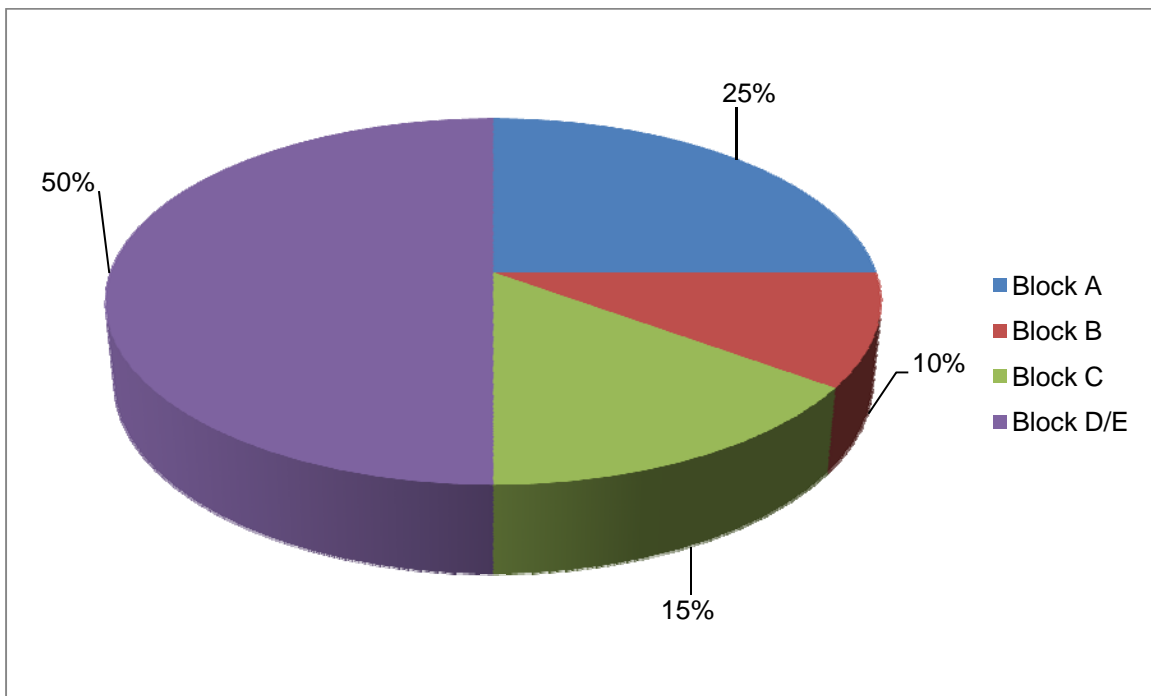
Antiseptic	Chemical agent that prevents the growth of bacteria.
Base Coat	A clear liquid similar to nail enamel which is applied to fingernails before the application of nail enamel.
Buffer Grit	The fine or coarse texture of a buffer.
Callus	Skin that has become hardened.
Cuticle	The crescent of toughened skin around the base of fingernails and toe nails.
Disinfect	To destroy micro-organisms on any object.
Disinfectant	A chemical agent that kills bacteria (stronger than an antiseptic).
Massage	A rubbing and kneading of the body to stimulate the circulation of the blood and make the muscles and joints more supple.
Sanitation	The maintenance of sanitary conditions to promote hygiene and the prevention of disease.
Sterilize	To make free from all bacteria (harmful or beneficial).
Top Coat	Liquid sealer or colour less nail enamel applied as a final gloss finish to prevent chipping.

Appendix B: Skin Care Technician Glossary

Antiseptic	Chemical agent that prevents the growth of bacteria.
Aromatherapy	The use of aromatic fragrances to induce relaxation; used in the practice of esthetics; facial and body treatments.
Contra-indication	To indicate danger.
Depilatory	Preparations used for the temporary removal of hair.
Disinfect	To destroy micro-organisms on any object.
Disinfectant	A chemical agent that kills bacteria (stronger than an antiseptic).
Exfoliation	Peeling and shredding of the horny layer of the skin; a process that normally follows inflammation or may occur in some skin diseases.
Extractions	Pull out, to withdraw by physical or chemical process.
Tweezers	A pair of small tweezers to remove or extract hair.
Massage	A rubbing and kneading of the body to stimulate the circulation of the blood and make the muscles and joints more supple.
Sanitize	To render objects clean and sanitary
Sterilize	To render sterile; to make free from all bacteria (harmful or beneficial).

Appendix “C” Pie Chart

Titles of Blocks	Percentage¹
BLOCK A Safety and Sanitation	25%
BLOCK B Business Management	10%
BLOCK C Basic Job Skills	15%
BLOCK D/E Nail Care/Skin Care	<u>50%</u>
TOTAL	100%



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” DACUM 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.
	2. Sanitizes/ Disinfects and sterilizes.	2.01 Sanitizes work station.	2.02 Sanitizes and sterilizes equipment.	2.03 Sanitizes bedding and towels.	2.04 Practices infection control.	2.05 Practices personal hygiene.
B Business Management	3. Completes client information record.	3.01 Obtains personal and medical information.	3.02 Records treatments.	3.03 Maintains an organized filing system.	3.04 Practices ethical behavior.	
	4. Performs reception duties.	4.01 Interacts with clients.	4.02 Performs retail functions.	4.03 Maintains office and waiting area.		
	5. Performs salon management functions.	5.01 Tallies individual daily intake.	5.02 Records working hours.	5.03 Maintains inventory control.		
C Basic Job Skills	6. Performs a consultation.	6.01 Introduces and orients client to salon.	6.02 Performs analysis for service requested.	6.03 Recommends treatment or service.		

BLOCKS	TASKS	SUB-TASKS		
	7. Performs service.	7.01 Prepares client.	7.02 Carries out service.	7.03 Provides post-treatment care information and/or products.

NAIL TECHNICIAN

BLOCKS	TASKS	SUB-TASKS				
D Nail Care	8. Performs manicures/ Pedicures.	8.01 Assesses hand and foot nail health.	8.02 Prepares client's nails.	8.03 Shapes nails.	8.04 Shape, soak and condition cuticles.	8.05 Reduces calluses.
		8.06 Massages limbs.	8.07 Applies nail enamel.	8.08 Repairs natural nails.		
	9. Performs artificial nail applications.	9.01 Prepares for artificial nail application.	9.02 Applies artificial nail product.	9.03 Repairs and/or maintains artificial nails.		

SKIN CARE TECHNICIAN

BLOCKS	TASKS	SUB-TASKS				
E Skin Care Treatments	10. Performs body treatments.	10.01 Determines specific product line to be used.	10.02 Follows manufacturers' recommendatio ns.	10.03 Performs spa treatments.		
	11. Performs basic skin treatments.	11.01 Performs skin analysis.	11.02 Cleanses and exfoliates skin.	11.03 Performs extractions.	11.04 Performs massage.	11.05 Applies skin mask products.
		11.06 Applies toner.	11.07 Applies protective products.	11.08 Prescribes home care.		
	12. Performs specialized facial treatments.	12.01 Determines specific product line to be used.	12.02 Follows manufacturers' recommendation s.			
	13. Performs make-up artistry.	13.01 Prepares client for make-up.	13.02 Applies make- up.			
	14. Performs hair removal.	14.01 Performs client consultation.	14.02 Prepares skin for hair removal.	14.03 Performs hair removal	14.04 Applies post- treatment products.	14.05 Prescribes home care.
15. Performs lash/brow tints.	15.01 Prepares client for lash and brow tint.	15.02 Applies and removes tinting product.				