

I. COURSE DESCRIPTION:

Nail Techniques (EST0113)

With the assistance from a learning specialist, CICE students will learn the basics regarding theoretical knowledge of the structure of the nails, development and growth of the nails and nail disorders and diseases. CICE students will develop a basic skill level in conducting client consultations and will develop a basic skill level required to assist in the performance of manicure procedures, and polish applications. Emphasis will be on the practice of safety, sanitation and disinfection of workstations and implements as instructed by the Algoma Public Health. CICE students will be introduced to the Spa at Sault College where emphasis will be on customer service, retailing of products and services and the overall development of practical skills.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the CICE student, with assistance from a Learning Specialist, will demonstrate a basic ability to:

1. Conduct a professional client consultation

Potential Elements of the Performance:

- a. Conduct self in a professional manner and demonstrate effective communication skills
- b. Analyze information on the clients health history form to determine service expectations, customized treatments, modifications, and contraindications
- c. Recognize when to refuse a treatment due to health and safety concerns and when to refer to a physician
- d. Recommend the use of esthetic products for home care maintenance and explain the correct usage and benefits of each
- e. Contribute to the maintenance of client documents and records by accurately recording information and filing confidential client information

2. Perform a manicure treatment following professional procedures and precautions.

Potential Elements of the Performance:

- a. Prepare a manicure table station set-up and maintain a clean, safe and organized work area
- b. Perform and complete the proper procedures and precautions for performing manicures, including polish removal, cutting and filing,

- c. Perform and customize hand and foot treatments and explain required modifications and procedures for effective home maintenance
 - d. Perform a hand massage
3. Select and recommend the use of esthetic products to clients.

Potential Elements of the Performance:

- a. Consult with clients and recommend essential home maintenance products in order to maintain the health of the skin and nails
 - b. Promote the features and benefits of esthetic products and services available to clients and assist them in determining a course of action matched to their needs, lifestyle, and personal preferences
 - c. Recommend a home maintenance schedule and demonstrate the correct usage of skin and nail care products and tools
4. Use a range of specialized equipment and products, in compliance with industry standards and in compliance with Algoma Public Health Regulations

Potential Elements of the Performance:

- a. Use safe and effective cleaning methods with either disinfecting or sterilization for instruments, equipment, client draping materials, work surfaces and work stations as required by Algoma Public Health
 - b. Use electrical equipment safely and appropriately
 - c. Use manicure and pedicure instruments in a safe, correct and professional manner, considering client health history needs
 - d. Correctly operate and determine maintenance requirements for equipment in compliance with the occupational health and safety legislation regulations and infection prevention and control guidelines
 - e. Maintain and store all equipment, instruments, materials and supplies according to manufacturer's guidelines and as required by Algoma Public Health regulations
5. Apply relevant knowledge of the structure and composition of the nail to the provision of manicure services.

Potential Elements of the Performance:

- a. Apply relevant knowledge of the structure of the nail, identifying nail and skin disorders and related conditions
- b. Assess the impact of general health, age, gender, nutrition, diet, stress and external factors on the nails and determine the appropriate service

- c. Apply knowledge of the body systems, such as the immune and circulatory systems and apply their basic functions to the provision of nail services, taking into account contraindications, cautions and appropriate modifications

6. Adhere to health, safety, sanitation, infection and prevention control guidelines, according to the industry standards in compliance with Algoma Public Health regulations

Potential Elements of the Performance:

- a. Use safe and effective cleaning methods with disinfection or sterilization procedures before and after nail services in accordance with Algoma Public Health regulations
 - b. Clean and disinfect or sterilize tools after each use, keep workstations clean and safely dispose of non-reusable items, in accordance with proper hygiene procedures as required by Algoma Public Health
 - c. Use gloves, a mask or other suitable personal protective equipment appropriately during the provision of treatments to ensure safety of the client, yourself and others
 - d. Handle hazardous materials and dispose of waste and chemical materials in compliance with Algoma Public Health regulations

7. Provide manicure services to clients in The Spa at Sault College.

Potential Elements of the Performance:

- a. Determine the characteristics and benefits of excellent customer service
 - b. Use effective communication skills and problem solving strategies to respond to customer complaints in the Student Esthetician Clinic
 - c. Adhere to the esthetic industry Code of Ethics
 - d. Promote the features and benefits of esthetic products and services to meet individual needs and expectations and recommend essential home care maintenance products
 - e. Promote retail sales and identify strategies for an effective display of retail esthetic products
 - f. Identify pricing and promotion strategies for products and services
 - g. Contribute to the maintenance of confidential client information by accurately recording information and filing
 - h. Contribute to the reception area by answering the telephone, scheduling and confirming appointments, handling transactions and greeting clients appropriately

8. Establish and maintain a professional image and conduct in adherence to the standards and ethics associated within the esthetic industry

Potential Elements of the Performance:

- a. Comply with the Policies and Procedures developed by the Esthetician's Diploma Program and adhere to the professional expectations for dress, hygiene and grooming
 - b. Adhere to the policies outlined in the Student Code of Conduct regarding behaviour and conduct inside and outside the classroom
 - c. Adhere to the code of ethics associated with the esthetic practice
 - d. Demonstrate accountability for your academic and professional growth by soliciting constructive feedback relating one's own performance, strengths and limitations
 - e. Determine current trends and issues impacting the esthetic industry
 - f. Review the role of professional associations affiliated with the esthetic industry
 - g. Demonstrate effective interpersonal, verbal and non-verbal communication skills in dealing with peers, faculty and clients
 - h. Demonstrate punctual attendance to all classes and be prepared with all the necessary materials for each class
 - i. Clean and either disinfect or sterilize all instruments, equipment and client draping materials after each use. Keep workstations neat and clean during and after each service
9. Develop customer service strategies that meet and adapt to individual needs and expectations in accordance with professional standards and ethics

Potential Elements of the Performance:

- a. Determine the characteristics and benefits of excellent customer service
 - b. Recommend services and products to meet individual needs and expectations
 - c. Use effective communication skills and problem solving strategies to respond to customer complaints in the Student Esthetician Clinic
 - d. Adhere to codes of ethics and conduct related to quality customer service
 - e. Analyze the impact of excellent customer service and the ability to promote home maintenance products
10. Determine professional development strategies the lead to the enhancement of work performance and career opportunities and keep pace with industry change

Potential Elements of the Performance:

- a. Solicit constructive feedback relating to one's own performance,

- strengths and limitations, to identify areas for professional growth and development
- b. Determine current trends and issues impacting upon the delivery of esthetic services
 - c. Identify learning resources and opportunities which promote professional skill development

III. TOPICS:

1. Manicure Procedures
2. Regular Polish and French Polish Applications
3. Sanitation and Disinfection
4. Manicure Table Station Set-Up
5. Structure of the Nail
6. Client Health History and Consultation
7. Contraindications
8. Nail Disorders and Diseases
9. Skin Disorders
10. Hand Massage
11. Hot Oil Manicure
12. Spa Manicures with Paraffin Wax
13. Spa Manicures with Exfoliation and Masks
14. Electric Mitts
15. Products and Services
16. Shellac and Gel Polish Systems

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Students are expected to come to class prepared with their Manicure and Pedicure Kits, towels and class handouts.

V. EVALUATION PROCESS/GRADING SYSTEM:

Practical 70%

Theory 30%

Students are expected to come to class prepared to be worked on and to work on their partners in return.

Students must have a perfect polish application in order to be assigned a grade. If the polish is not up to industry standards the student will receive an X grade until the polish meets the course requirements.

Attendance:

Regular class attendance is important and expected.

An 80% attendance is required in order to successfully complete this course.

Any student not having an 80% attendance will receive an F grade regardless of test scores.

A penalty of 1% per class will be deducted from your final grade for any classes missed.

Students absent from class for any reason are still responsible for all work missed.

Nail Techniques EST 113 is a prerequisite for:

EST 204 - Practicum Fieldwork Placement

EST 205 – Practicum Student Spa

EST 201 – Practical Esthetic Lab

The following semester grades will be assigned to students:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 – 89%	
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00

CR (Credit) Credit for diploma requirements has been

	awarded.
S	Satisfactory achievement in field /clinical placement or non-graded subject area.
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.
NR	Grade not reported to Registrar's office.
W	Student has withdrawn from the course without academic penalty.

VI. SPECIAL NOTES:

Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session. *It is the departmental policy that once the classroom door has been closed, the learning process has begun. Late arrivers will not be granted admission to the room.*

Addendum:

Further modifications may be required as needed as the semester progresses based on individual student(s) abilities and must be discussed with and agreed upon by the instructor.

VII. COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located on the portal form part of this course outline.

CICE Modifications:**Preparation and Participation**

1. A Learning Specialist will attend class with the student(s) to assist with inclusion in the class and to take notes.
2. Students will receive support in and outside of the classroom (i.e. tutoring, assistance with homework and assignments, preparation for exams, tests and quizzes.)
3. Study notes will be geared to test content and style which will match with modified learning outcomes.
4. Although the Learning Specialist may not attend all classes with the student(s), support will always be available. When the Learning Specialist does attend classes he/she will remain as inconspicuous as possible.

A. Tests may be modified in the following ways:

1. Tests, which require essay answers, may be modified to short answers.
2. Short answer questions may be changed to multiple choice or the question may be simplified so the answer will reflect a basic understanding.
3. Tests, which use fill in the blank format, may be modified to include a few choices for each question, or a list of choices for all questions. This will allow the student to match or use visual clues.
4. Tests in the T/F or multiple choice format may be modified by rewording or clarifying statements into layman's or simplified terms. Multiple choice questions may have a reduced number of choices.

B. Tests will be written in CICE office with assistance from a Learning Specialist.***The Learning Specialist may:***

1. Read the test question to the student.
2. Paraphrase the test question without revealing any key words or definitions.
3. Transcribe the student's verbal answer.
4. Test length may be reduced and time allowed to complete test may be increased.

C. Assignments may be modified in the following ways:

1. Assignments may be modified by reducing the amount of information required while maintaining general concepts.
2. Some assignments may be eliminated depending on the number of assignments required in the particular course.

The Learning Specialist may:

1. Use a question/answer format instead of essay/research format
2. Propose a reduction in the number of references required for an assignment
3. Assist with groups to ensure that student comprehends his/her role within the group
4. Require an extension on due dates due to the fact that some students may require additional time to process information
5. Formally summarize articles and assigned readings to isolate main points for the student
6. Use questioning techniques and paraphrasing to assist in student comprehension of an assignment

D. Evaluation:

Is reflective of modified learning outcomes.