Medical Esthetician

Manicure and Pedicure

Instructor Manual

Overview

©Anderson College of Health, Business and Technology

This subject will provide the student with a fundamental knowledge of the structure, function and disorders of the nails of the hands and feet. All safety and sanitation procedures related to Manicure and Pedicure services. The professional use of Manicure and Pedicure equipment, implements and products. The steps and protocols for basic manicures and pedicures services.

Objectives

Knowledge

Core Competency: **Know the different types of bacteria and infectious agents.**

1. List the types and classifications of bacteria.
2. Explain the difference between pathogenic and non-pathogenic bacteria.
3. Give examples of common infections caused by viruses and bacteria.
4. Understand which types of infections are likely to occur on the fingernail.
5. Name the various types of immunities.
6. Name common sources of infection in the salon.
7. Identify the steps necessary to protect themselves and their clients from the spread of infection.

Core Competency: **Know why it is important to prevent the spread of disease.**

1. Discuss the different types of disinfectants and how they are used.
2. Describe how to safely sanitize and disinfect various esthetics tools and spa/salon surfaces.
3. Explain the differences between sterilization, disinfection, and sanitation and know when each is appropriate.
4. Understand contamination control and identify common salon contaminants.
5. Explain why sterilization is not important in the professional salon.

Core Competency: **Understand the importance of safety in the salon/spa.**

1. Understand and identify the early warnings signs of overexposure.
2. Read and use Material Safety Data Sheets (MSDS).
3. List all three chemical "Routes of Entry".
4. Know how to achieve proper ventilation in the salon.

Core Competency**: Understand the basic chemistry of salon products.**

1. Understand the basic chemistry of salon products, in particular, nail products.
2. Explain adhesion and how adhesives work.
3. Identify the two main categories of nail coatings.
4. Describe the basic chemistry of all enhancements.

©Anderson College of Health, Business and Technology

Core Competency: **Know human anatomy, and physiology of the arm, leg, and body.**

1. Describe cells, their structure, and their reproduction.
2. Define tissue and identify the types of tissues and organs found in the body.
3. Name the 10 main body systems and explain their basic functions.
4. Name the bones of the Arm, Hand, Leg and Foot.
5. Name the muscles of the Arm, Hand, Leg and Foot.
6. Name the nerves of the Arm, Hand, Leg and Foot.
7. Name the arteries and veins of the Arm, Hand, Leg and Foot.
8. Name, describe and explain the morphology of hair and its growth stages.

Core Competency: **Know the anatomy of the nail and its disorders.**

1. Identify the basic parts of the nail.
2. Identify the part of the nail unit that produces the nail plate.
3. Define the term nail disorder.
4. Cite the golden rule for dealing with nail disorders.
5. Identify the term pterygium and describe how it relates to a nail disorder.
6. Determine if the terms cuticles and pterygium are interchangeable.
7. Determine why the nail technician should not aggressively push back or cut cuticles during a nail service.
8. Identify the nail disorders that can be serviced by the nail technician, and which should not.

Core Competency: **Know the skin and its disorders.**

1. Describe the characteristics of healthy skin.
2. List the functions of the skin.
3. Describe the epidermis and dermis.
4. Explain how the skin is nourished.
5. Describe the function of sweat glands.
6. Describe characteristics of eczema and psoriasis.

Core Competency: **Know how to conduct a client consultation.**

1. Explain the purpose of the client consultation.
2. Explain the parts of a consultation and describe the consultative technique. Identify skin conditions.
3. Describe healthy nails.
4. Name the reasons for maintaining a client health/record form.
5. Design an appropriate client record form for manicures and pedicures.

Core Competency: **Know what tools and products are required in a manicure service and the proper steps required for a variety of manicures.**

1. Identify the four types of nail technology tools required for a manicure.
2. Know how to set up a manicure station.
3. Know the five basic nail shapes.

©Anderson College of Health, Business and Technology

4. Know the products to be used in a: basic manicure, French manicure, and spa manicure, etc.
5. Know the correct technique for the application of nail polish.
6. Know the hand and arm massage movements associated with manicuring.

Core Competency: **Know what tools and products are required in a pedicure service and the proper steps required for a variety of pedicures**.

1. Identify the equipment and materials needed for a pedicure.
2. List the steps in a pedicure pre-service procedure.
3. Describe the proper technique for filing toenails.
4. Describe the proper technique for trimming the nails.
5. Know the products to be used in a: basic pedicure, French pedicure, and spa pedicure, etc.
6. Know the correct technique for the application of nail polish.

Core Competency: U**nderstand the different methods of temporary and permanent hair removal.**

1. Know the different methods of temporary and permanent hair removal.
2. Know the equipment, tools, and accessories needed for hair removal treatments.
3. Know how to set up the room according to the parts of the body being treated for hair removal.
4. Know the contraindications for the different types of products being used in the hair removal.
5. treatment.
6. Describe the different waxing treatments.

Core Competency: **Understand the elements of professionalism required during the manicure and pedicure.**

1. Understand how timing of the treatment contributes to the efficiency and profitability of the salon/spa.
2. Understand the customer service skills required to attain excellence.
3. Understand how to build rapport with the client.
4. Explain the benefits of each step of the professional manicure and pedicure.

Skills

Core Competency: **Prevent the spread of disease, infection and avoid risks in the salon or spa.**

1. Safely sanitize and disinfect various tools and surfaces.
2. Use the correct product to disinfect various tools and surfaces.
3. Sterilize tools when appropriate.
4. Follow and practice universal precautions (safe sanitation, decontamination, and personal protection during the treatment).

©Anderson College of Health, Business and Technology

5. Perform practical techniques, except for massage, while wearing vinyl gloves.
6. Dispose of used products and other materials used in the treatment properly.
7. Avoid the risks of overexposure to vapours and dusts.
8. Recognize and avoid cumulative trauma disorders (CTDs).

Core Competency: **Apply knowledge of anatomy, physiology during a manicure, pedicure, and client consultation.**

1. Apply knowledge of the hand and arm in the manicure service.
2. Apply knowledge of the leg and foot in the pedicure service.
3. Apply knowledge of the body relevant to the treatment being performed.
4. Utilize the knowledge of cells, tissues, organs and systems in recognizing nail and skin disorders and/or diseases.
5. Determine the cause and prevention of skin and nail disorders.

Core Competency: **Apply knowledge of skin conditions, disorders, and diseases and the anatomy, and physiology and functions of the nail.**

1. Perform a professional analysis using the correct terminology and equipment (e.g. magnifying lamp).
2. Perform a client consultation and recommend appropriate nail treatment, referring to a physician when the client cannot be treated by an aesthetician.
3. Complete the client treatment form according to the policies of the spa.
4. Using the client consultation form.

Core Competency: **Perform a variety of manicures and pedicures.**

1. Set up the manicure or pedicure station following the proper steps.
2. Clean the pedicure and manicure station using the proper cleaning products and employing universal precautions.
3. Demonstrate the necessary three-part procedure requirements for a nail service.
4. Create the five basic nail shapes.
5. Perform a basic and reconditioning hot oil manicure incorporating all safety and sanitation requirements.
6. Demonstrate the correct technique for the application of nail polish.
7. Perform the five basic nail polish applications.
8. Perform the hand and arm massage movements associated with manicuring.
9. Perform paraffin wax hand and feet treatments.
10. Perform French and spa manicures and pedicures.
11. Perform the leg and foot massage movements associated with pedicuring.
12. Perform manicures and pedicures within prescribed time frames.

Textbooks

©Anderson College of Health, Business and Technology

Milady's Standard: Nail Technology, 6th Ed, Delmar Learning

Instructor Resources

D2L, Videos, Textbooks, Lesson Plans and Activities, Miladay's Instructor Resources, PowerPoints

Instructor Preparation

The instructor should be ready and prepared.

The instructor is to review and be familiar with all material in the course textbook, D2L, quizzes and all daily lesson plans of time prior to the class presentation.

NOTE: The PowerPoint presentations will require prior preparation with key notes, and lectures.
The PowerPoints are merely guided images of the chapters to be learned.

The instructor will also create, as needed, reviews, games, or quizzes according to class needs.

Teaching Presentation

Teaching / Learning Strategies	Activities to Enhance Learning
Lectures – Question/Answer Sessions Videos Class Discussions Group Assignments Individual Reading/Research Computer Investigation Classroom Exercises Instructor/Student Interaction	Assignments Group Discussions Games Internet Research Self and Peer Evaluation Role Play One-on-One Feedback Laboratory Activities

Equipment Requirements

Resources listed in the lesson plans.

Assignments

The course assignment is a combination of a written research assignment and presentation.

Homework

©Anderson College of Health, Business and Technology

Instructors will assign chapters to read prior to the lesson for the next day. Lessons and lectures will be based on the book chapters which the student will have previous reading knowledge of. Instructors will assign homework pertaining to the chapters covered the day of the lesson.

Marking Scheme

Attendance and Participation	10%
Theory Test 2	15%
Final Theory Exam	25%
Practical Test	15%
Final Practical Exam	35%
TOTAL	**100%**

Course at a Glance

Contact Hours	Module Topic	Relative Value %
4	**Define and understand bacteria.** 1. difference between pathogenic and nonpathogenic bacteria. 2. main groups of pathogenic bacteria 3. common infections caused by viruses and bacteria. 4. types of infections are likely to occur on the fingernail. 5. various types of immunities 6. common sources of infection in the salon 7. contamination control and identify common salon contaminants. 8. define sanitation and disinfection and know when each is appropriate. 9. effectively use disinfectants on implements and hard surfaces. **Understand and identify the early warnings signs of overexposure.** 1. read and use Material Safety Data Sheets (MSDS) 2. achieve proper ventilation in the salon. 3. avoid the risks of overexposure to vapors and	3.0%

©Anderson College of Health, Business and Technology

	dusts. **Recognize and avoid cumulative Work-related WMSD Musculoskeletal Disorders**	
6	**The Nail and Its Disorders** 1. Nail Anatomy 2. Part of the nail unit that produces the nail plate 3. Nail disorders 4. Cite the golden rule for dealing with nail disorders 5. Identify the term pterygium and describe how it relates to a nail disorder 6. determine if the terms cuticles and pterygium are interchangeable 7. determine why the nail technician should not aggressively push back or cut cuticles during a nail service 8. Identify the nail disorders that can be serviced by the nail technician, and which should not. **<u>The Skin and Its Disorders</u>** 1. characteristics of healthy skin 2. list the functions of the skin 3. describe the epidermis and dermis 4. explain how skin is nourished 5. describe the function of sweat glands 6. define lesion 7. characteristics of eczema and psoriasis	5.0%
6	**Nail Product Chemistry** 1. Understand the basic chemistry of salon products 2. explain adhesion and how adhesives work 3. identify the two main categories of nail coatings 4. describe the basic chemistry of all enhancements 5. determine the cause and prevention of nail infections. **Anatomy and Physiology** 1. Cells and Cell Metabolism 2. Tissues and Organs 3. Ten Body Systems 4. Bones of the Arm, Hand, Leg and Foot 5. Muscles of the Arm, Hand, Leg and Foot 6. Nerves of the Arm, Hand, Leg and Foot 7. Blood Supply of the Arm, Hand, Leg and Foot	5.0%
4	**Client Consultation**	3.5%

©Anderson College of Health, Business and Technology

	1. explain the purpose of the client consultation 2. explain the parts of a consultation and describe the consultative technique 3. describe healthy nails 4. describe symptoms of allergies 5. name the reasons for maintaining a client health/record form	
10	**Manicuring** 1. Identify the four types of nail technology tools required for a manicure 2. demonstrate the correct handling of nail technology tools 3. exhibit the proper set up of the manicuring table 4. demonstrate the necessary three-part procedure requirements for a nail service 5. create the five basic nail shapes 6. perform a basic and reconditioning hot oil manicure incorporating all safety and sanitation requirements 7. demonstrate the correct technique for the application of nail polish 8. perform the five basic nail polish applications 9. perform the hand and arm massage movements associated with manicuring 10. perform paraffin wax hand treatment 11. perform French and spa manicures **Pedicuring** 1. identify the equipment and materials needed for a pedicure 2. list the steps in the pedicure pre-service procedure 3. demonstrate the proper technique to use in filing toenails 4. describe the proper technique for filing toenails 5. describe the proper technique for trimming the nails 6. perform the hand and arm massage movements associated with pedicuring 7. perform paraffin wax foot treatment 8. perform French and spa pedicures	8.5%
80	**Manicures and Pedicures** 1. Practice excellence in provision of customer service. 2. Explain the necessity of manicures and pedicures. 3. Conduct professional client consultation using the	66.5%

©Anderson College of Health, Business and Technology

	correct terminology and explaining the benefits and contraindications of the treatment and identify any disorders that need to be treated by a physician. 4. Perform a professional manicure and pedicure within the prescribed time frame. 5. Use implements in a correct and professional manner (nail scissors, nail file, orange wood stick, cuticle nipper, 3 way nail buffer and electric file, etc.) 6. Demonstrate specialized polish applications (e.g. French). 7. Perform massage on hands, arms, feet, and legs in prescribe manner and within the prescribe time frame. 8. Perform techniques (with exception of massage) using vinyl gloves.	

Lesson Plan

	Topical Coverage	Suggested Presentation Techniques
	Week 1 The following topics will be covered: • Pathogenic and nonpathogenic bacteria. • Types of infections are likely to occur on the fingernail • various types of immunities • common sources of infection in the salon • contamination control and identify common salon contaminants • Review sanitation and disinfection definitions and know each is appropriate • Review Effectively use disinfectants on implements and hard surfaces • Understand and identify the early warnings signs of overexposure • Read and use Material Safety Data Sheets (MSDS) • Achieve proper ventilation in the salon • avoid the risks of overexposure to vapors and dusts • Recognize and avoid cumulative	Lectures • Key notes prepare ahead of time • Prop Demonstrations PowerPoints Student Manual Video Games Individual and Group Activities Question/Answer Sessions Class Discussions Group In-class Assignments Individual Reading/Research Classroom Exercises

©Anderson College of Health, Business and Technology

	trauma disorders (CTDs)	Instructor/Student Interaction Laboratory activities
Day 1	**Review** • Course syllabus • Goals, structure, and resources • Attendance policy, grading, classroom rules and expectations • Weekly schedule, expected outcomes, objectives, class assignments and homework • Inform students of all graded work, value, tests / exam dates and assignment due dates • Feedback and Surveys Q and A PowerPoint • Infection Control PowerPoint • Pathogens Review Watch • Bacteria, viruses and fungus among health risks lurking at the nail salon - YouTube • Hepatitis B in nails salons • WatchPedicure gone wrong • WatchFlesh eating bacteria PowerPoint • Material Safety Data Sheet Activity • Read: Understand First Aid on chemical exposures • D2L Complete True and False Chemical Exposure • Read :WMSD's and • Complete Quiz WMSD's. Group discussion Homework • Read: Beauty Salons are Key Potential Sources of Disease Spread	
Day	Recap of the previous day	

©Anderson College of Health, Business and Technology

2	Review • Chapter 2 of the student manual , chemical products used in a salon Group Activity • Divide the students into groups and assign them the task of creating a 10-step procedure on how to prevent nail infections in the salon. • Allow students share their lists. • Open Chapter 1 Watch 4 Types of Nail fungus Watch All about Athletes Foot Watch What is PARONYCHIA? Activity • Complete matching Nail Infections • PowerPoint Anatomy a Review Recap of the day Homework • Review Chapter 2 Nail Infections	

Day 3	Recap of the previous day
	Review
	• Chapter 3 Milady Foundations Page 102, Nail appendages to the skin
	Question
	• What kind of keratin do nails contain?
	PowerPoint
	• Anatomy of the Nail
	  ○ Video
	  ○ Student Manual – Chapter 3
	Watch Nail Anatomy
	Activity
	• Label Nail structure
	• Anatomy of the Nail
	Watch Nail growth
	Lecture
	• Student Manual aspects that can affect nail growth
	Activity	

©Anderson College of Health, Business and Technology

	• Nail Growth • Shape of the nails Recap of the day Homework • Review chapters covered to date	
Day 4	Recap of the previous day PowerPoint • Nail Disorders Activity • Complete True and False questions Nail Disorders • Group • Divide the students into pairs and assign secretly a nail infection or disorder randomly on printed paper, each partner needs to guess what it is by writing the name on the back. Share the answers with the class and have fun! Review • For Theory Test 1 o How salons are potential hazards for disease, o First aid for chemical exposure, o Work related injuries Activity • Individual o Review and study for test Recap of the day Homework • Review for test	
Day 5	Recap of the previous day Review for Test 1 Test 1 Clinic • Demonstrate o Manicure set up o Pedicure set up o Instrument review ▪ Name and function o Products used	

©Anderson College of Health, Business and Technology

	▪ Explain their uses Recap of the day Homework • Read Chapter 7 of the Manual	
Week 2	This week students will continue to learn the characteristics of healthy skin, chemicals, anatomy of the arm and hands, legs, and feet. Students will start practicing manicures on each other.	Lectures • Key notes prepare ahead of time • Prop Demonstrations PowerPoints Student Manual Video Games Individual and Group Activities Question/Answer Sessions Class Discussions Group In-class Assignments Individual Reading/Research Classroom Exercises Instructor/Student Interaction Laboratory activities
Day 6	Recap of the previous week PowerPoint • Compromised Skin Activity • Compromised Skin Lecture • Chemicals used in the Salon o Chapter 3 Activity • Chemicals o Matching • Nail Shapes Chart for Manicures o Describe each shape Clinic	

©Anderson College of Health, Business and Technology

	• Student demonstration
	  ○ How to achieve the nail shapes from the nail shape chart
	  ○ They can use different fingers for different shapes
	Recap of the day
	Homework
	• Review all chapters to date	

Day 7	Recap of the previous day
	Review
	• Student Manual Chapter 6
	Watch Joints of wrist and hand
	Watch Muscles of the hands
	Activity
	• Complete the labelling
	  ○ Muscles of the hands
	  ○ Joints of the hand
	  ○ Bones of the hand
	Watch Nerves of the hand
	Activity
	• Complete True and False questions
	  ○ Blood and Nerves of the Hands
	Clinic
	• Demonstration
	  ○ How to soak and trim cuticles
	Recap of the day
	Homework
	• Create flash cards with questions on the front and the answer on the back
	  ○ Muscles and other theory covered this day
	• These will be used as review the following day	

Day 8	Recap of the previous day
	Review
	• Flash Card Game
	  ○ Divide the class into pairs and have them quiz each other for approximately 40 minutes
	  ○ They can share their responses with the rest of the class
	Watch Foot Anatomy
	Watch The muscles that move the foot and toes	

©Anderson College of Health, Business and Technology

	Activity
	• Complete the study quiz
	  o Feet Anatomy
	Watch Performing a Basic Manicure
	Clinic
	• Demonstrate
	  o Full procedure for a simple manicure
	  o Include set up and clean up after completion
	Recap of the day
	Homework:
	• Continue to review all material learned to date	

Day 9	Recap of the previous day
	Lecture
	• Manicuring – the Consultation
	  o Chapter 7
	Watch Client consultation nail care
	Watch consultation.mov manicure
	Lecture
	• Contraindications
	  o Chapter 7
	Activity
	• Complete True and False Questions
	  o Contraindications
	• Group
	  o Divide the students into pairs and ask them to complete a consultation on each other
	Review
	• Client forms for manicure and pedicure
	• Health and Safety Incident report form
	  o When and how to use this form
	Watch Hand and Arm Massage
	Activity
	• Hand Massage
	Clinic
	• Practice
	  o All steps of a basic manicure
	Homework
	• Study and practice a hand massage on a family member	

©Anderson College of Health, Business and Technology

Day 10	Client Day • Have students bring a client and perform the steps of a full manicure including massage Homework • Continue review for tests	

Week 3
 	
Day 11
	Recap of previous week
	Lecture
	• Review steps of basic manicure and consultation to prepare for the exam
	Watch Perform a basic Pedicure
	Clinic
	• Demonstration
	  ○ Applying the paraffin wax to the manicure service
	  ○ Full basic pedicure
	• Practice
	  ○ Basic pedicure on a partner
	Recap of the day
	Homework
	• Continue to study for Test which will have random questions from all activities completed to date
		Lectures
		• Key notes prepare ahead of time
		• Prop Demonstrations
		PowerPoints
		Student Manual
		Video
		Games
		Individual and Group Activities
		Question/Answer Sessions
		Class Discussions
		Group In-class Assignments
		Individual Reading/Research
		Classroom Exercises
		Instructor/Student Interaction
		Laboratory activities

Day 12	Recap of the previous day
	Watch Russian Manicure Tips for Beginners - YouTube
	Discussion
	• Group
	  ○ What do you think of this type of manicure?
	  ○ Do you think they are healthy and safe?
	  ○ Are all trends healthy and worthy?	

©Anderson College of Health, Business and Technology

	Watch How to apply French nail polish professionally
	Watch Do's and Don'ts of Gel Polish Application (Gel Polish is NOT on exam)
	Clinic
	• Demonstration
	  ○ Gel polish application and different techniques
	• Practice
	  ○ Pedicures
	  ○ Gel applications
	• NOTE – Students will not be using electric tools for buffering – please only allow them to use manual buffers
	Homework
	• Continue reviewing all material to date	

Day 13	Recap of the previous day
	Watch Pedicure Massage
	Clinic
	• Demonstration
	  ○ Pedicure massage
	• Practice
	  ○ Pair up and practice for 10 minutes
	• Students can bring models to keep practicing the pedicure and manicure steps for the first practical test
	Homework
	• Continue reviewing all material to date	

Day 14	Recap of the previous day
	Clinic
	• Demonstration
	  ○ Spa manicure
	  ○ How to apply red nail polish
	• Practice
	  ○ All skills learned
	  ○ They can use a model if they did not have time the previous day
	Homework
	• Continue reviewing all material to date	

©Anderson College of Health, Business and Technology

Day 15	Practical Test • Perform a basic manicure with pink polish • Perform a basic pedicure with pink polish	
Week 4	Students will continue to practice in clinic mainly with all the learned techniques. Instructor will continue to do demonstrations on other techniques that apply to different spa techniques. Students will continue to review quizzes and theory questions developed by instructor in order to review for the final theory exam.	
Day 16	Activity • Instructor to create a quiz game • Random questions for final exam review Quiz game, instructor to create a quiz Clinic • Demonstrate o Full spa pedicure procedure o Students to take notes • Practice o Full spa pedicure Homework • Continue reviewing all material to date	
Day 17	Recap of the previous day Watch • Cuccio Naturale Spa Pedicure tutorial https://www.youtube.com/watch?v=xPw8M-57kKM Clinic • Practice Curcio Pedicure Homework • Continue reviewing all material to date	
Day 18	Recap of the previous day	

©Anderson College of Health, Business and Technology

	Clinic • Practice ○ Gel applications Review for Final Theory Exam Homework • Continue reviewing all material to date	
Day 19	Field Trip • To a Nail Supplier	

Day 20	Recap of the previous day
	WatchSpa Pedicure Mid-Heel
	WatchLaydown Pedicure
	Clinic
	• Demonstrate
	  ○ Luxurious "lay down" pedicure
	  ▪ With a bowl
	  ▪ Without a bowl	

Week 5	This is the final week of the course: Final Theory Exam • Random questions from all quizzes and activities completed throughout the course Final Practical Exam • Complete manicure and pedicure with massage and red nail polish application	Lectures • Key notes prepare ahead of time • Prop Demonstrations PowerPoints Student Manual Video Games Individual and Group Activities Question/Answer Sessions Class Discussions Group In-class Assignments Individual Reading/Research Classroom Exercises Instructor/Student Interaction Laboratory activities

©Anderson College of Health, Business and Technology

Days 21 to 23	Review • Final Theory Exam Clinic • Practice for Final Practical Exam	
Day 24	Final Theory Exam	
Day 25	Final Practical Exam	

©Anderson College of Health, Business and Technology