

Unit BT7 Provide Manicure Treatment

Unit Overview

This unit is about providing manicure treatments to clients. It covers consulting with the client, removing any existing nail polish and nail extensions, cleansing the treatment area and recommending suitable treatments. It also covers filing, buffing, applying skin and cuticle treatments, using massage techniques and polishing nails.

To carry out this unit you will need to maintain effective health, safety and hygiene throughout your work. You will also need to maintain your personal appearance and good communication with the client.

The main outcomes of the unit are:

1. Consult with the client
2. Prepare for the treatment
3. Plan the treatment
4. Improve the appearance of natural nails and cuticles
5. Massage the hand and forearm
6. Provide nail polishing treatments
7. Complete the treatment

Please note that the Habia Assessment Strategy and Evidence Requirements for these standards are available from the Habia website <http://www.habia.org>

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Performance Criteria

In order to perform this unit successfully you must:

1. Consult with the client by:

- a) using **consultation techniques** in a polite and friendly manner to determine the **client's** treatment plan
- b) discussing and agreeing the service and outcomes that are acceptable to your **client** and meet their needs
- c) removing any existing nail polish and extensions, and restoring the nails to a natural condition
- d) cleansing the treatment area to identify the condition of the nails and skin
- e) establishing and recording the condition of the **client's** nails and skin
- f) recognising contra-indications and taking the **necessary action**.

2. Prepare for the treatment by:

- a) preparing the work environment to meet legal, hygiene and treatment requirements
- b) ensuring your personal appearance meets accepted industry and organisational requirements
- c) making sure that **environmental conditions** are suitable for the **client** and the treatment
- d) preparing suitable **equipment and materials** for the treatment
- e) ensuring that all tools and equipment are sterilised using the correct methods
- f) positioning **equipment and materials** for ease and safety of use
- g) sanitising your hands prior to treatment
- h) encouraging the **client** to find a comfortable and relaxed position that permits access and minimises the risk of injury to you and the **client**.

3. Plan the treatment by:

- a) explaining your assessment of the **client's** nail and skin condition in a clear way to help their understanding
- b) discussing and recommending suitable treatments and products for the **client's** nail and skin condition
- c) discussing and establishing a suitable treatment plan for the **client**
- d) making sure the preparation of the **client** meets the agreed treatment plan.

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4. Improve the appearance of the natural nail and cuticle by:

- a) filing the nails correctly, ensuring that the nail free edge is left smoothed and shaped to the required length
- b) confirming the desired length and shape with the **client** during the treatment and making any necessary alterations
- c) buffing using the correct technique for the treatment plan and the **client's** needs
- d) selecting the most suitable skin and cuticle treatment for the **client's** skin type and condition
- e) using suitable **equipment and materials** according to accepted methods
- f) soaking the **client's** fingers for the correct length of time using a suitable medium
- g) drying the hands, ensuring that the underside of the nail is left clean and free of debris
- h) carrying out cuticle work correctly to ensure that the cuticle is left neat and undamaged
- i) applying **hand and nail treatments** effectively and according to the **client's** needs.

5. Massage the hand and forearm by:

- a) ensuring that the quantity and type of massage medium used is sufficient for the area to be treated
- b) using massage techniques which are smooth, even and at a pressure to meet the **client's** needs
- c) removing excess massage medium from the natural nail ready for the next treatment.

6. Provide nail polishing treatments by:

- a) confirming the **client's** choice of **nail finish** before starting
- b) applying a suitable base coat relevant to the **client's** needs
- c) applying sufficient polish coats and finishing coat for the desired finish
- d) ensuring that the polished nails are left with a smooth even texture, colour and with the cuticle and nail wall free of polish.

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7. Complete the treatment by:

- a) checking that the finished result is to the client's satisfaction and meets the agreed treatment plan
- b) ensuring treatments are cost effective and are carried out within a commercially viable time
- c) ensuring client records are up-to-date, accurate, easy to read and complete
- d) giving **treatment advice** and recommendations accurately and constructively
- e) disposing of waste materials safely and correctly
- f) leaving the work area and equipment in a condition suitable for further treatments.

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Range

1. **Consultation techniques** are:
 - a) questioning
 - b) visual
 - c) manual
 - d) reference to client records
2. **Clients** are:
 - a) female
 - b) male
3. **Necessary action** should be:
 - a) encouraging the client to seek medical advice
 - b) explaining why the treatment cannot be carried out
 - c) modifying the treatment
4. **Environmental conditions** include:
 - a) lighting
 - b) heating
 - c) ventilation
 - d) general comfort
5. **Equipment and materials** are:
 - a) nail and skin treatment tools
 - b) nail and skin products
 - c) consumables
6. **Hand and nail treatments** include:
 - a) paraffin wax
 - b) hand masks
 - c) warm oil
 - d) thermal mitts
 - e) exfoliators
7. **Nail finish** includes:
 - a) light colour
 - b) dark colour
 - c) French manicure
 - d) buffing

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8. **Treatment advice** includes:
- a) avoidance of activities which may cause contra-actions
 - b) future treatment needs
 - c) home care.

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Knowledge and Understanding

To perform this unit successfully, you will need to know and understand:

Organisational and legal requirements

1. your responsibilities under relevant health & safety legislation
2. the possible risks to yourself of ineffective positioning of clients and how to avoid potential discomfort and injury to yourself
3. why it is important to maintain standards of hygiene and the principles for avoiding cross-infection
4. how to minimise and dispose of waste from treatments
5. the importance of the correct storage of client records in relation to the Data Protection Act
6. why it is important to complete services in the given time
7. the salon pricing structures

Client consultation

8. how to communicate effectively with clients and others
9. how to use consultation techniques to establish clients' needs
10. the importance and reasons for keeping records of clients and their treatments

Preparation for treatment

11. the necessary lighting, heating, ventilation and general comfort for the treatment
12. how to prepare treatment plans
13. how to prepare yourself for carrying out the treatment
14. how to prepare the client for the treatment
15. how to prepare and cleanse the area for treatment
16. the different types of sterilising equipment and products available
17. how to sterilise tools and equipment
18. the differences between sterilising and disinfecting
19. the different types of chemicals used for disinfecting tools and equipment

Contra-indications

20. how to recognise contra-indications requiring medical referral
21. how to recognise contra-indications which prevent the treatment of nails and skin (e.g. fungal infections, bacterial infections, viral infections, parasitic infections, severe nail separation, severe eczema and psoriasis, severe bruising)
22. how to recognise contra-indications which restrict the treatment of nails and skin (e.g. minor nail separation, minor eczema and psoriasis, severely bitten or damaged nails, broken bones)
23. the reasons why it is important to encourage clients with contra-indications to seek medical advice
24. the importance of, and reasons for, not naming specific contra-indications when referring clients to a general practitioner

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25. how to identify treatable non-medical nail and skin conditions (e.g. weak, dry, brittle and ridged nails; dry, split and overgrown cuticles)

Anatomy and physiology

26. the anatomy of the lower arm
27. the bones of the hand and forearm
28. the effects of massage on skin, nails and muscles
29. the muscles of the lower arm and hand
30. the blood circulation to the lower arm and hand

The structure and growth of nails

31. the structure of the nail unit (i.e. the nail plate, nail bed, matrix, cuticle, lunula, hyponychium, eponychium, nail wall, free edge, the lateral nail fold)
32. the process of nail growth (i.e. nail formation, growth rate, factors affecting growth, the effects of damage on growth, nail thickness)
33. the structure and function of the skin (i.e. dermis, epidermis, subcutaneous layer, appendages)
34. the different types of nail shapes you are likely to come across during manicure work
35. the action of treatment products on nails, cuticle and skin

Manicure treatments

36. the different types of techniques used within manicure and how to carry them out
37. the different types of manicure tools and how to use them
38. the effects on the nail and skin of incorrect use of manicure tools
39. suitable environmental conditions for the treatment and the client, including lighting, ventilation, heating and comfort
40. possible contra-actions which may occur during or after the manicure treatment
41. how to identify erythema and its causes
42. the different types of nail, skin and cuticle products and corrective treatments available
43. the reasons why several treatments are necessary to improve skin and nail conditions
44. the different types of massage used as part of a manicure treatment
45. the reasons for softening cuticles prior to treatment
46. the effects of heat during a treatment for skin and cuticles
47. the importance of providing treatment advice (e.g. hand and nail protection).