**Evaluation Plan for Basic Facial**

**Client Consultation:**

• Greet client and escort to work area

• Determine the client’s preferences.

• Assess client’s needs.

• Assess client’s skin by performing a skin analysis to ensure that there is no inflamed, infected, broken, raised, or swollen skin in the area to be worked on; or an open wound or sore in the area to be worked on, infection, or infestation (i.e. lice) to prevent from safely performing service.

* Assess client’s consultation form for any medications and products used within the last 72 hours. Consult on any known allergies.
* Consult with client on any facial surgeries within the last 3 months and if client under physicians’ care.
* Assess if the client is prone to cold sores or fever blisters.
* Assess if the client has used exfoliating or lightening agents with in the last 72 hours. (AHA’s, BHA’s, hydroquinone, etc.)
* Assess facial injections within the last 3 weeks. (Botox, or Hyaluronic fillers)

• If client is free from the above the student moves forward with procedure.

**Washing hands Procedure:**

• Wet hands with running water.

• Apply liquid soap.

• Lather and Rub palms to the end of wrist, back of hands to the end of the wrist, each finger, and thumb for 20 seconds.

• Rub both hands while interlocking fingers.

• Rinse thoroughly with running water.

• Dry with a clean towel or disposable towel.

**Tools/Supply Set up:**

* Spatulas
* Gloves
* Fan Brushes
* Distilled Water
* Comedone Extractor
* Clean Sheets/Blanket
* Client Drape
* Towels
* Disposable Facial Sponges
* Cotton Pads\*
* 4x4’s
* 2x2’s
* Rounds
* Tissues
* Head band
* Hairnet &/or head covering
* Rubber mixing bowl
* Water Bowl

**Products needed:**

* Antiseptic
* Cleanser (according to skin type)
* Astringent/Toner
* Exfoliator
* Massage product/oil
* Mask (according to skin type)
* Moisturizer (according to skin type)
* Eye Product (according to skin type)
* Moisturizing product/SPF
* Portion cup/tray

**Equipment needed:**

* Magnifying Lamp
* Facial steamer
* Facial Bed
* Stool
* Hot towel steamer
* Tray

**Preparation**:

* Disinfect work station, bed and equipment using a disinfectant wipe (following manufacturers instructions)
* Check equipment to ensure all devices are in safe working order and plugged in to a working receptacle.
* Gather clean supplies needed for the facial service, storing in a clean closed container.
* Turn on the hot cabbie and stock with at least 3 clean wet towels. (More may be needed, depending on the service and client’s needs).
* Fill clean steamer glass with distilled water. Pre-heat steamer.
* Dispense products needed for the service, according to skin type and client’s needs as follows:
  + Prepare disposable Portion cup/tray for each product with a portion of product by opening the top of the container and ensuring the tip of the nozzle does not come into contact with the disposable portion cup/tray or remove product with a disinfected or clean single use spatula. Close the lid to the product and set the portion cup/tray on the tray.
* Drape Facial Bed using 1 fitted sheet, 1 flat sheet and 3 towels. Place clean, laundered sheets down on disinfected facial bed, placing a towel horizontally at the head of the bed. Lay a hair net and head band on top of the first towel, alone with a rolled towel to support the head and neck of the client. Save the 3rd towel to lay across the clients’ décolleté.

**Client Preparation:**

* Have client disrobe appropriately for the service.
* Help client onto the bed.
* Swaddle sheet (and blanket if needed) over guest; place 3rd towel over the décolleté.
* Place the hair net and head band on the client’s head to cover the hair and ears completely. Place the rolled towel under the client’s neck to support the head of the client.

**Washing hands Procedure:**

• Wet hands with running water.

• Apply liquid soap.

• Lather and Rub palms to the end of wrist, back of hands to the end of the wrist, each finger, and thumb for 20 seconds.

• Rub both hands while interlocking fingers.

• Rinse thoroughly with running water.

• Dry with a clean towel or disposable towel.

**Service Performance:**

### CLEANSE FACE (to remove makeup, natural oils, and debris)

* Apply cleansing product to Eye and Lips
  + Retrieve cleansing product from disposable portion cup/tray with a disposable spatula and apply to 2X2/pads or cotton rounds with eye makeup remover.
  + Place the eye pads on the client’s closed eyes
  + Use a 2x2 or 4x4 moistened with a makeup remover to remove any lipstick. Hold the opposite side of the lip, not being serviced, with the thumb of your free hand apply firm pressure and remove lipstick from the outer corner to the center of both sides of the lips.
  + Cleanse lip area by bracing, working right side, from outside corner to center of lip, 3 passes. Then moving to the left side, working left side from outside corner to center of lip, 3 passes.
  + Move back to the eye area. Double brace while wiping the eye area working in a downward sweeping motion to clean lashes and lids, with 3 passes. Clean under eye area from outside corner to inside with 3 passes for each eye. Take caution not to pull or tug on the eyes or lip. Repeat if necessary.
  + Discard disposable gauze pad in waste receptacle.
* Apply cleansing product to neck and face.
  + Apply a pea size amount of cleansing product; from the prepared Portion cup/tray, to your hands with a disposable spatula and apply it to both hands by rubbing your hands together. Discard of disposable spatula in waste receptacle.
  + Use both hands to apply the cleansing product by starting at the client’s neck taking precautions not to get cleansing product in the eyes, nose or mouth
    - Sweep from the center of chin to the jawline, into the corners of the mouth, up to the temples and down to the corners of the nose.
    - Along the sides of the nose up to the center of the forehead and down to the temples.
    - Use your ring finger to stroke gently stroke under the eyes to the bridge of the nose and out over the eye lids.
* Remove cleansing product
  + To remove the cleansing product; submerge a disposable sponge/gauze pad into a bowl of warm water, extract excess water by squeezing the sponge/gauze pad over the bowl of water, start at the throat and work upwards following the contours of the face, work till all the cleansing product is removed using fresh disposable sponge/gauze pad as needed.

### ANALYZE Skin

* Prior to analyzing the client’s face. Place eye pads over client’s eyes to protect the client from the discomfort of the magnifying lamp’s intensity
  + Using a magnifying lamp, or Woods lamp. Checking for skin abrasions, excessive sebum, flakiness, fine lines, winkles and freckles.
  + When finished, turn the lamp off and remove eye pads.
* Repeat cleansing step process
* Apply toner
  + Apply by misting a disposable gauze pad with the toner; making sure that the spray nozzle does not come into contact with the disposable gauze. Using a sweeping motion apply toner at the neck and work upward toward the forehead.
* Discard all disposable utensils/supplies in waste receptacle.

### EXFOLIATE AND STEAM

* Apply exfoliant
  + Dispense a pea size amount exfoliant from the prepared portion cup/tray with a disposable spatula and apply to your palate or apply it to your hand, Discard of disposable spatula in waste receptacle, then rub your hands together to evenly distribute product.
  + Apply to the client’s face by hand using the massage techniques in relation to the type of exfoliant for 2-3 minutes or as recommended by the manufacturer’s directions. Be cautious not to get product in the eyes, nose or mouth. Or
  + Apply to your client’s face with your fan brush. Wet brush bristles from your bowl of warm water and spread product evenly over the face. Be cautious not to get product in the eyes, nose or mouth. Using massage techniques movement with your hands for 2-3 minutes or as recommended by the manufacturer’s directions. (A rotating brush could also be used at this point)
* Steamer (Facial Vaporizer)
  + Retrieve the steamer and turn the steamer ‘**ON**’
  + Position the steamer next to the facial bed and that it is facing away from the client as the water heats up and emits an even outflow of a mist.
  + Once the steamer is emitting a mist position the steamer a minimum of 16” (40 cm) over the client's face and aimed at the client’s chin for even distribution on the face, allow the unit to function for approximately 3-5 minutes
  + Remove the steamer from the client’s face, return steamer to its previous location for disinfection.
* Remove exfoliant
  + To remove the exfoliant; submerge a disposable sponge/gauze pad into a bowl of warm water, extract excess water by squeezing the sponge/gauze pad over the bowl of water, start at the throat and work upwards following the contours of the face, work until all the exfoliant is removed using fresh disposable sponge/gauze pad as needed; **OR**
  + Steam towel method: Remove steam towel from the hot cabbie. Unroll towel and test temperature of towel on your inner wrist off to the side of the guest. Placing the steam towel on the client’s skin across the chin lengthwise. Pull the corners of the towel upward to the forehead, leaving the nostrils uncovered. Wiping from forehead to the chin, ensuring all product is removed.

### EXTRACTION (if necessary)

* Perform any necessary extractions
  + Using the cotton swab method or the finger method; perform extractions, if needed.
  + Cotton Swab Extraction Method: if not previously gloved, apply disposable gloves
    - using two professional-size cotton swabs soaked in astringent, gently apply pressure on either side of the impaction and gently roll impaction back and forth until impaction is released.
    - use new swabs for removing each impaction.
  + Finger Extraction Method: if not previously gloved, apply disposable gloves
    - wrap fingers in tissue or cotton soaked in astringent.
    - gently apply downward pressure on either side of the impaction at the base, gently roll impaction back and forth until impaction is released.
  + (The extraction process should take no longer than 5-7 minutes to ensure client comfort.)
  + Dispose of all contaminated disposable utensils/supplies in waste receptacle
* Apply toner
  + Apply by misting the disposable gauze pad with the toner; making sure that the spray nozzle does not come into contact with the disposable gauze. Using a sweeping motion apply toner at the neck and work upward toward the forehead.
  + Dispose of all disposable utensils/supplies in waste receptacle

### MASSAGE

* Apply dime size massage product; from the prepared Portion cup/tray, to your hands with a disposable spatula then apply it to both hands by rubbing your hands together. Discard of disposable spatula in waste receptacle.
* Apply massage product to the décolleté, neck, and face using long gentle strokes. Then apply product from the chin to the forehead.
* Maintain contact with your client’s skin in a consistent rhythm, using an up and out motion to help protect muscle tissue. Use caution around the eyes and eyelids to avoid stretching sensitive skin
* Perform massage movements beginning at the forehead, apply pressure using a hand over hand movement, and **effleurage** with the ring finger. Across the forehead moving left to right then right to left. This will begin to relax surface facial muscles. Repeat this movement three times
* Slide middle fingers of both hands over and under continuously in half circle movements as you move across the forehead left to right and then right to left. (**friction**)
* Apply slight pressure to the temporal muscle before continuing. repeat each movement three times
* Perform **tapotement** around the eyes and brow bone, zygomatic arch, and upper cheek bones. Repeat this movement three times
* Circle the outside of the eyes using the ring finger using light pressure. Repeat this movement three times
* Perform small circular movements around the temple pressure points and pause with slight pressure. Repeat this movement three times
* Massage the outer corners of the nose with small circular **petrissage** movements, slide up either side if the nose and apply pressure into the eye sockets, slide over the brows and apply gentle pressure to the outside of the brows and glide back to the corners of the nose. Repeat this movement three times
* Perform **effleurage** scissor movements along the nose using the index and middle finger in a ‘V’ pattern slide up to the hair line. Repeat this movement three times.
* Lift upwards slightly three times at the corners of the mouth. Repeat this movement three times
* Then massage in three small circular motions at the corner of the mouth. (petrissage) Perform scissor movements on the mouth by creating a ‘V’ pattern with the fingers and sliding across the mouth (effleurage). Repeat this movement three times
* Massage upwards on the jaw line in circular movements with thumb and forefinger work upwards to each earlobe and repeat this movement (petrissage) repeat three times.
* Use both hands to massage the neck using small circular motions (effleurage), continue small circular movements across the chest and around the ball of the shoulders.
* Perform **effleurage** with one hand over the other, perform the motion on both sides of the face. Then crisscross your hands at the forehead and at the chin three times to complete the massage.
* Pause at the temples and release
* Remove massage product
  + To remove the massage product; submerge a disposable sponge/gauze pad into a bowl of warm water, extract excess water by squeezing the sponge/gauze pad over the bowl of water, start at the throat and work upwards following the contours of the face, work till all the massage product is removed using fresh disposable sponge/gauze pad as needed Or blot skin with a tissue or 4x4. (according to skin type)

### FACIAL MASK

* Obtain facial mask from disposable portion cup/tray with a disposable spatula and place on palette or bowl. Discard of disposable spatula in waste receptacle.
* Apply a facial mask
  + Apply the facial mask on to the client’s face (spatula or fan brush) starting at the throat using long strokes
  + Be cautious not to get product in the eyes, nose or mouth.
  + Allow mask to sit on the face for 5-10 minutes. (Or according to manufactures directions)
* Remove mask
  + Submerge a disposable sponge/gauze pad into a bowl of warm water, extract excess water by squeezing the sponge/gauze pad over the bowl of water, start at the throat and work upwards following the contours of the face, work till all the mask is removed using fresh disposable sponge/gauze pad as needed. Wipe the skin gently from the jawline working to the top of the face.
* Apply toner to face and neck
  + Apply by misting a disposable gauze pad with the toner; making sure that the spray nozzle does not come into contact with the disposable gauze. Using a sweeping motion apply toner at the neck and work upward toward the forehead.

### Eye Product & Moisturizer

* Apply eye product,
  + Remove a pea size amount of eye product using a disposable spatula and apply to figure tips or by using a cotton swab.
  + Apply eye product using small tapping motions around the zygomatic arch and brow bone.
* Apply moisturizing product/SPF
  + Remove a dime size amount of moisturizing product/SPF using a disposable spatula and apply to hands.
  + Apply to client’s entire face, working for the jawline to the top of the forehead. Blot off excess product with a tissue.

**Post Service:**

* Client follow up: Discuss maintenance and after care with the client.
* Wash hands
* Apply gloves
* Single use items are discarded.
* Place implements in a closed container labeled “To Be Disinfected”.
* Place cape and used towels into closed container until laundered.
* **Work area cleaned and disinfected:**
  + Identify proper cleaning agent and reads manufacturer’s directions.
  + Follow manufacturer’s directions for mixing/usage
  + Wipe work station/area with cleaning solution, to remove debris.
  + Identify disinfectant that is bactericidal, viricidal and fungicidal; EPA approved for use in salon setting.
  + Follow manufacturer’s directions for mixing and/or using appropriate aerosol disinfectant.
  + Disinfect electrical equipment stored in clean area separate from other implements.
* Remove soiled gloves and deposit in waste receptacle
* Wash hands.

**Wash hands**

* Wet hands with running water.
* Apply liquid soap.
* Lather and Rub palms to the end of wrist, back of hands to the end of the wrist, each finger, and thumb for 20 seconds.
* Rub both hands while interlocking fingers.
* Rinse thoroughly with running water.
* Dry with a clean towel or disposable towel.

This evaluation plan is graded on a 100-point grading scale. A score of 70 or above must be achieved to pass this evaluation plan.