**Evaluation Plan for Basic Manicure and Pedicure Difference**

**Client Consultation:**

* Greet client and escort to work area.
* Assess the client’s current style.
* Determine the client’s preferences.
* Assess client’s needs.
* Assess client’s nails and skin to ensure that there is no inflamed, infected, broken, raised, or swollen skin or nail tissue in the area to be worked on; or an open wound or sore in the area to be worked on, infection, or infestation to prevent student from safely performing service.
* Recommend treatment/service options.
* Discuss maintenance that will be required.
* Review consultation.

**Wash Hands Procedure:**

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

**Tool Setup Procedure:**

* Ensure all tools are clean and disinfected and single- use (porous) items are new.
* Ensure electrical instruments are clean, disinfected and in good working order.

**Table Set-up, equipment, supplies and products**

* Place a towel on table for client’s hands with paper towel on top
* Places a towel on student lap
* Towels
* Paper towel
* Orange wood stick or cotton swab or pusher
* Cotton
* Polish (base coat, polish and top coat).
* Nippers, file, nail brush, nail clipper and buffer
* Finger bowl
* Cuticle remover
* Polish remover
* Dappen dish
* Massage lotion or cream
* Cuticle oil
* Hand Sanitizer with pump
* Alcohol

**Client Preparation:**

 **Manicure Client washes their hands as follows:**

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

 **Pedicure**

* Have client sit at pedicure bowl and remove shoes and socks.
* Check temperature of the pedicure bath.
* Place client’s feet in the bath. Allow to soak for 5 to 10 minutes.
* Lift the client’s feet from the bath. Place on footrest and dry with lap towel.

**Service Performance:**

* Perform visual analysis for signs of disease or disorders.
* Look at nails and surrounding skin to visually see they are absent of disease or disorder
* If free of disease or disorder proceed with service
* Remove all old polish.
	+ Dispense nail polish remover directly onto cotton pad. Dispense over disposable towel to absorb any excess remover. Never dispense product over the client’s hand/foot, the floor or table without towel/ disposable towel. Use new cotton pad for additional remover.
	+ Close lid to avoid spills.
	+ Beginning with the little finger/toe on the client’s hand/foot, hold the remover saturated cotton onto the nail for 10 seconds.
	+ Rub remover saturated cotton pad across each nail until all old polish is removed. Nail should be free of all polish before moving on to the next nail.
	+ Place cotton pad with items to be discarded or in a lined trash receptacle.
	+ When obtaining more polish remover use new cotton pad and repeat the steps above.
* Analyze skin and nails again.
* Clip excess length from the nail
	+ Position the clipper horizontally across the free edge.
	+ Gently clip unwanted length from nails, nails should be clipped gradually to avoid cutting nails to low
* File and shape the nails with an emery board.
	+ Obtain new emery board or file.
	+ Clients hand/foot should gently rest in your hand.
	+ Use your pointer finger and thumb to control finger while filing; hold finger on both sides, flat and slightly downward pointing toward you during filing process; be sure to hold the sidewall down to ensure the clients skin is not injured (If clients skin is broken stop service immediately and follow blood exposure procedures for patron. )
	+ Begin with the pinky finger/toe on one hand/foot and shape from the outer edge of the nail towards the center to avoid splitting.
	+ Use 2 or 3 short strokes on each side of the nail and one longer stroke per side to blend. Round the top of the nail gently. Repeat for each finger/toe on the first hand/foot ending with the thumb/big toe
	+ Place the hand/foot in the finger bowl/footbath. Finger bowl/footbath should be filled with warm soapy water to completely submerge entire nail/foot. Entire hand should not be submerged; knuckles should be exposed, not under water
	+ While cuticles are softening in the finger bowl/footbath repeat filing on the other hand/foot.
	+ Remove first hand/foot from finger bowl/footbath place on clean towel and dry hand/foot
	+ Place second hand/foot in finger bowl/footbath while continuing to work on the first hand/foot just removed from the finger bowl/footbath; allow cuticles on second hand/foot to soak and soften
* Apply cuticle remover cream to first hand.
	+ Apply small amount of cotton to the end of the orangewood stick.
	+ Dispense cuticle remover onto cotton padded orangewood stick, ensuring any excess remover drips onto disposable towel
	+ Tip of cuticle remover should not touch the padded orangewood stick to avoid contamination.
	+ Use cotton padded orangewood stick with remover to place a small amount of remover on each cuticle on first hand/foot.
	+ Allow the cuticle remover to sit for the manufacturer's recommended time
	+ Use the orangewood stick or metal pusher to gently push any cuticle tissue off the nail plate
	+ If necessary, clip cuticle removing only the excess cuticle.
	+ Cuticle nippers should be used gently in a sniping action to avoid cutting into the client’s skin, use a moist cotton pad to place clipped cuticles.
* Nip cuticle area cautiously to avoid clipping to much of the cuticle away. Clipping too much of the cuticle away may lead to infection.
* If client’s skin is cut immediately stop service and use first aid procedure for patron; if at anytime during service your skin is broken stop service and use first aid procedure for yourself
	+ when cuticles are clipped place cotton pad with items to be discarded or in a lined trash receptacle.
* Repeat cuticle removing on the other hand/foot.
* Obtain nail brush dip the brush into cleansing treatment already in finger bowl/ footbath
* Using wet nail brush to brush the first hand/foot nails from cuticle area downward to free edge
* Gently clean under the free edge using a cotton-tipped wooden stick
* Once process has been performed on both hands/feet use clean towel to dry the fingers/toes
* Buff nails avoiding excessive friction
* Buff the surface of the nail gently, moving the buffer from the base of the nail towards the free edge.
* Buff the sides of the nail as well, using a corner of the buffer.

**Pedicure only**

* Apply exfoliating scrub. Exfoliating scrubs can be used to remove the dry or scaly skin. One foot is removed from the bath and the scrub is liberally applied. Use extra pressure (which creates more friction) on the heels and other areas where more callus and dry skin builds up.
	+ Dispense scrub directly into your hands not allowing the tip of the container to touch your hands to avoid cross contamination
	+ Once scrub is dispensed close lid on container
	+ Scrub can also be dispensed into another product bowl using a disinfected or single use spatula.
	+ Spatula must be placed with items to be disinfected or thrown away.
	+ Return lid to original product container to avoid contamination.
	+ Apply scrub from knee and down to the toes
* Smooth calluses. During this process, the abrasive foot file is used to smooth and reduce the thicker areas of callus. Remember that callus protects the underlying skin from irritation and is there for a purpose. Remove only enough to make the client comfortable. *Calluses should be softened and smoothed, rather than excessively thinned or removed*. You may need to educate your client about callus formation and the protective function it provides. Also, discuss products for home use to help soften and condition calluses between salon appointments.
* Remove the left foot gently move the foot file back and forth across callused area.
* Place left foot back in pedicure bowl.
* Repeat exfoliation and smoothing calluses on right foot.
* Dispose of foot file in covered waste receptacle.
* Rinse both feet. Do not forget to clean between the toes.
* Once process has been performed on both feet use clean towel to dry the feet.

**Manicure and Pedicure**

* Apply massage lotion or cream.
	+ Dispense massage lotion directly into your hands not allowing the tip of the container to touch your hands to avoid cross contamination
	+ Once massage cream is dispensed close lid on container
	+ Massage cream can also be dispensed into another product bowl using a disinfected or single use spatula.
	+ Spatula must be placed with items to be disinfected or thrown away.
	+ Return lid to original product container to avoid contamination.
	+ Apply massage lotion or cream from elbow to forearm/knee to ankle and down to the fingertips/toes to prepare for massage portion of the manicure/pedicure.
* Perform massage on both hands/feet using long rhythmic effleurage strokes. Rotate in a circular motion to loosen the wrist/ankle.
	+ Effleurage – Light continuous stroking movement applied with the fingers or the palms in a slow rhythmic manner.
	+ Use your opposite hand to hold client’s hand/foot being serviced to maintain manageability rotate hand/foot being serviced in circular motion loosening the wrist/ankle
	+ Continue to use your fingers to perform light stroking movements to client’s hands/feet
* Massage fingers/toes using a circular motion.
	+ Starting with the pinky finger/little toe, use fingers on opposite hand to gently grip each finger/toe separately; massage fingers/toe using a circular motion, repeat motion 2-3 times on each finger/toe
* **Manicure** Knead palm with petrissage, moving thumbs in a circular motion from wrist to fingers.
	+ Petrissage – Kneading movement performed by lifting, squeezing and pressing the tissue with a light, firm pressure.
	+ Use both hands to hold client’s hand/foot, using thumbs from both your hands to perform circular motions from wrist to fingers. Remember to use light, firm pressure
* **Pedicure** Thumb compression (friction movement).
	+ Make a fist with fingers, keeping thumb out. Apply firm pressure with thumb and move your fist up the heel toward the ball of foot. Work from left side of foot and back down right side toward heel.
	+ Metatarsal scissors. This is a petrissage massage movement. Place fingers on top of foot along the metatarsal bones with thumb underneath the foot. Knead up and down along each bone by raising thumb and lower fingers to apply pressure.
	+ Fist twist compression. Friction or deep rubbing movement. Place left hand on top of foot and make fist with right hand. Left hand will apply pressure while right hand twists around bottom of foot.
	+ Effleurage on instep. Place fingers at ball of foot. Move fingers in circular movements in opposite directions.
	+ Massage to end of each toe, gently squeezing tip of each toe.
	+ Percussion/tapotement movement. Use fingertips to perform percussion or tapotement movements to lightly tap over the entire foot to complete massage.
* Remove all traces of massage lotion or cream from nails.
	+ Pour small amount of polish remover into dapper dish return lid to nail polish container to avoid.
	+ Use clean cotton wrapped orangewood stick soaked in polish remover to remove massage cream from the nails.
	+ Clean entire nail surface as well as underneath.

Rub orangewood stick over the entire nail surface; use tip of padded orangewood stick to gently clean underneath the nail, do not dig or poke into skin underneath the nail.

* + Discard any unused product, place dappen dishes with items to be disinfected and cotton padded orangewood stick with items to be discarded or in a lined trash receptacle
* Prepare nails for polish. Apply base coat.
	+ Retrieve base coat from initial station set up tools and supplies.
	+ Remove cap and begin applying base coat in a stroking motion from nail base to free edge.
	+ Start with pinky finger of one hand and work toward the thumb.
	+ Repeat on opposite hand/foot.
* Apply two coats of polish.
	+ Use light sweeping strokes from nail base to free edge. Apply polish at the free edge.
	+ Polish middle of nail first
	+ Polish the sides
	+ Repeat the second coat when all nails are polished
	+ Add top coat following the same steps as the base and polish coats.
* Remove excess polish from skin.
	+ Use orangewood sticks and cotton pads obtained from initial station set up tools and supplies. Wrap orangewood sticks in cotton and saturate with polish remover to remove excess polish from skin. Dab saturated padded orangewood stick on places where unwanted polish on the skin need to be removed; repeat for each finger as needed
	+ Discard cotton pad and orangewood stick with items to be discarded.

**Post Service:**

* Client follow up: Discuss maintenance and after care.
* Single use items are discarded.
* Place implements in a closed container labeled “To Be Disinfected.”
* Place used towels into closed container until laundered.
* Identify proper cleaning agent and reads manufacturer’s directions.
* Follow manufacturer’s directions for mixing/usage.
* Wipe workstation/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 work station and implements
* Disinfect electrical equipment stored in clean area separate from other implements.
* Wash hands.

**Post Service Pedicure If Using Circulating water**

* After use by each patron each whirlpool or footspa must be cleaned and disinfected as follows:
* All water must be drained and all debris removed from the basin;
* The basin must be disinfected by filling the basin with water and circulating a surfactant or enzymatic soap with an EPA registered disinfectant with bactericidal, fungicidal and virucidal activity used according to manufacturer's instructions through the unit for 10 minutes;
* The basin must be drained and rinsed with clean water; and
* The basin must be wiped dry with a clean towel.

**End of the Day**

* At the end of the day each whirlpool or footspa must be cleaned and disinfected as follows:
* The screen must be removed and all debris trapped behind the screen removed;
* The screen and the inlet must be washed with surfactant or enzymatic soap or detergent and rinsed with clean water;
* Before replacing the screen it must be totally immersed in an EPA registered disinfectant with bactericidal, fungicidal and virucidal activity in accordance to the manufacturer's instructions for 10 minutes;
* The inlet and area behind the screen must be cleaned with a brush and surfactant soap and water to remove all visible debris and residue; and
* The spa system must be flushed with low sudsing surfactant or enzymatic soap and warm water for at least 10 minutes and then rinsed and drained.

**Record type of disinfecting from above:**

* A record must be made of the date and time of each cleaning and disinfecting as required by this Rule including the date, time, reason, and name of the staff member who performed the cleaning. This record must be made for each whirlpool or footspa and must be kept and made available for at least 90 days upon request by either a patron or inspector.

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.