

Writing and review process for Curriculum Changes

- All schools must continue to operate with the current curriculum, evaluation plans, and performances until a new curriculum is submitted by the school and approved by the Board.
- Schools need to develop a new curriculum as required by Board rules. (This curriculum **MUST BE SUBMITTED AND APPROVED BY THE BOARD**)
 - Email drafted curriculum and evaluation plans to lelliott@nccosmeticarts.com
- From this curriculum the school will need to create lesson plans.
- To create the curriculum use the board rules.
- **BOARD LAWS, RULES AND WEBSITE**
 - **Teach what is in the scope of practice**
 - **Understand rules and teach the rules**
 - **How to access www.nccosmeticarts.com**

CURRICULUM

- Each school submission needs to include the school name, school code and title the document “Curriculum”
- Specify the curriculum type and total hours
- Provide the statute definition regarding the program type
- Utilize the points in 14T .0601 and rewrite them as statements from the school.
- If your school will offer online education make a statement in the curriculum that reflects the maximum hours allowed. Separate documentation providing how the school will be complying with 14T .0611 is also required.
- Schools must submit all the requirements set by the particular curriculum rule. Theory and practical applications and practical performances must be established within the curriculum. The exact wording and performances set in the rule for each curriculum must be included in the document. **Without the exact wording/performances the curriculum will be deemed unacceptable.**
- Remember if the school set amounts on the performances they must be evaluated and tracked

Lesson plans- They do not require approval – **However they are required to be developed and used**

Evaluation Plans

- Schools must develop evaluation plans for each service performance to include:
 - Consultation
 - Set up
 - Service
 - Post
- Schools may use the Board developed evaluations plans for:
 - Infection control
 - Blood exposure

Evaluation Plans – continued

Schools must teach and create written exams from these rules:

SECTION .0400 - INFECTION CONTROL PROCEDURES AND PRACTICES

21 NCAC 14H .0401 LICENSEES AND STUDENTS

21 NCAC 14H .0402 COSMETIC ART SHOPS AND SCHOOLS

21 NCAC 14H .0403 DISINFECTION PROCEDURES

Evaluation plans which apply to Infection Control:

Demonstrated individually by each student-

Hand Washing

Implements

Performance Evaluation plans must include infection control described above AND as it applies to the service.

Detail the action required when it comes to these items:

Cape, Towels and cloths

Dispensable Product

One time use items

Equipment

Whirlpool foot spa

IMPLEMENTS EVALUATION PLAN :

To pass this evaluation plan you must complete each step in order correctly to obtain 100%

- Takes dirty implements to the dispensary area
- Locates cleaning solution
- Reads cleaning solution manufacturer directions
- Follows manufacturer directions for cleaning solution usage
- Wash implement with warm water and a cleaning solution and scrubbed to remove debris;
- Rinse implement
- Dry implement
- Locates disinfectant that is bactericidal, virucidal and fungicidal and registered by the EPA for use in beauty salons, or salon settings
- Reads disinfectant manufacturer directions for implement
- Follows manufacturer directions for mixing disinfectant
- Implement is completely immersed in disinfectant that is bactericidal, virucidal and fungicidal according to the manufacturer's directions.
- Remove implement from disinfectant using manufacturer's directions
- Rinse implement with hot tap water;
- Dry implement with a clean towel; and
- Placed in a clean, closed cabinet or container ensuring no other implement or item that has not been disinfected is within the container.

HAND WASHING

Total time required to wash hands properly: 20 to 30 seconds

- Wet your hands under running water
- Apply a coin size amount of liquid soap
- Rub your palms together
- Rub the back of each hand
- Rub both your hands while interlocking your fingers
- Rub the back of your fingers
- Rub the tips of your fingers
- Rub your thumbs and the ends of your wrists
- Rinse both hands thoroughly with water
- Dry with a use clean towel or disposable towel.

Each school should have a handwashing area with:

A sink with hot/cold running water, lined waste container, protective gloves, antiseptics and sterile adhesive bandages.

14H .0404 For a licensee/student injury, the licensee/student must:

1. Wash and dry the punctured area with soap and running water and a disposable towel;
2. Apply protective gloves to remove materials from first aid kit; **(The Board waived this step)**
3. Cleanse injured area with antiseptic
4. Apply a sterile bandage;
5. Disinfect any implement or work area exposed to blood per Rule .0403 in this Section;
6. Dispose of all contaminated supplies and gloves in a zip lock bag then place in the trash; **(The Board waived zip lock bag step)**
7. Wash hands with soap and running water; and
8. If the injured area is on the hands, fingers or thumb apply disposable, protective glove(s) or a finger guard.

FOR A LICENSEE/STUDENT INJURY, THAT LICENSEE/STUDENT EVALUATION PLAN

- Stop the service.
- Explain situation to client and excuse him- or herself.
- Proceed to the handwashing area equipped with first aid supplies.
- Wash your hands with soap and running water and dry with a disposable towel. (If punctured area is on the hand you would combine hand washing with washing the punctured area)
- Wash the punctured area with soap and running water and dry with a disposable towel.
- Place the disposable towel in the waste container.
- If cut is still bleeding apply pressure over the wound with a disposable towel. Once removed must be immediately placed in the waste container
- Remove sterile adhesive bandage from first aid kit.
- Apply an adhesive bandage.
- Place all single-use items in waste container.
- Apply protective gloves
- Remove implements from work station, then properly clean and disinfect implements.
- Clean and disinfect station.
- Remove gloves from hands and dispose immediately in waste container.
- Wash hands with soap and running water, keeping the bandage dry.
- If the injured area is on the hands, fingers or thumb apply disposable, protective gloves or a finger guard ensuring the injured area is covered.
- Return to service.

FOR A CLIENT INJURY, THAT LICENSEE/STUDENT EVALUATION PLAN

- Stop the service.
- Explain situation to client.
- Proceed to the handwashing area equipped with first aid supplies.
- Licensee/student must wash your hands with soap and running water and dry with a disposable towel.
- Place the disposable towel in the waste container.
- Remove sterile adhesive bandage or antiseptic wipe from first aid kit.
- If injury is on the hand, assist client to sink, have them wash the punctured area with soap and running water and dry with a disposable towel.
- Place the disposable towel in the waste container.
- Licensee/student must apply protective gloves
- If injury was not on the hand it must be cleansed with an antiseptic wipe.
- Offer or assist
 - Cleanse injured are with antiseptic
 - Offer a sterile adhesive bandage.
- Place all single-use items in waste container.
- Remove implements from work station, then properly clean and disinfect implements.
- Clean and disinfect station.
- Remove gloves from hands and dispose immediately in waste container.
- Wash hands with soap and running water; and
- Put on disposable, protective gloves
- Return to service.

SERVICE EVALUATION PLANS WHAT IS NEEDED

- Hair Color Service
 - Client Consultation – including multistep procedures
 - Hand Washing Procedure – including multistep procedures
 - Tool Setup Procedure – including multistep procedures
 - Client Preparation – including multistep procedures
 - Chemical Mixing including reading the label – including multistep procedures
 - Sectioning and Parting Procedure – including multistep procedures
 - Color/bleach application – including multistep procedures
 - Shampoo/conditioner – including multistep procedures
 - Post Service Procedure – including multistep procedures

After going through the approval process each school must:

- Follow the approved curriculum;
- Create and use lesson plans based on the approved curriculum; and
- Ensure all services on the clinic floor follow the approved evaluation plan.

Other Rules related to Lesson Plans:

14T .0601

(a) Cosmetic art schools shall develop and submit to the Board a curriculum of each discipline to be taught at the school. The curriculum, once approved by the Board's standards listed in Rules .0602-.0610, of this Section shall be adhered to and lessons developed from the approved curriculum.

14T .0705

(c) Cosmetic art schools shall provide to **SUBSTITUTES COPIES OF LESSON PLANS AND THE PERFORMANCE EVALUATION PLAN** for the clinical services.

14T .0803

(i) Cosmetic art schools must maintain copies of lesson plans and make such copies available to an agent of the Board upon request.