

Reference No.																	
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SELF-ASSESSMENT GUIDE

Qualification Title:	Beauty Care (Nail Care) Services NC II		
COC 2 Title	Provide Hand and Foot Spa Services		
Instruction: Read each question and check the appropriate box to indicate your answer.			
Can I?	YES	NO	
<i>Prepare workstation and implements in accordance with applicable laws and government regulations, spa/salon policies and procedures</i>			
• Perform appropriate disinfection and sterilization of equipment and tools using registered sterilants/EPA and hospital grade disinfectants*			
• Prepare required supplies and materials, and hand and foot massage products*			
• Clean, disinfect and organize workstation*			
• Provide Personal Protective Equipment (PPE)*			
• Observe proper personal and hand hygiene*			
• Observe proper handling of equipment, tools, supplies and materials to avoid cross-infection/cross contamination within the work place*			
• Prepare required documentation on tools and materials			
• Prepare required supplies and materials, and hand and foot massage products*			
<i>Prepare the client in accordance with applicable laws and government regulations, spa/salon policies and procedures</i>			
• Ensure client's safety and comfort throughout the service* - Assist client to be seated in a comfortable position - Advise clients to remove jewelries/accessories for safety and sanitation			
• Provide Personal Protective Equipment (PPE) to the client			
• Wear appropriate Personal Protective Equipment (PPE)			
• Assess and identify hand and foot skin type and condition*			
• Identify common hand and foot conditions and contraindicated disorders/diseases and refer to appropriate health care professionals as necessary*			
<i>Perform hand and foot spa treatments in accordance with applicable laws and government regulations, spa/salon policies and procedures</i>			
• Clean and disinfect client's hands and feet*			

• Perform established hand and foot spa procedures*		
• Utilize sanitized equipment and tools*		
• Apply appropriate products*		
• Provide immediate first-aid on accidental cuts, wounds or abrasions as necessary*		
<i>Perform basic hand and foot massage</i>		
• Perform basic hand and foot massage techniques using appropriate or client's preferred product*		
• Remove excess traces of hand and foot massage products*		
• Apply moisturizing product to the hands and feet*		
<i>Perform post-service activities in accordance with applicable laws and government regulations, spa/salon policies and procedures</i>		
• Advise client proper hand and foot care maintenance*		
• Clean, disinfect/sterilize and store equipment and tools*		
• Replenish and store products, supplies and materials		
• Collect waste materials following proper waste management and disposal procedures*		
• Clean, disinfect and prepare workstation for the next activity*		
• Perform proper documentation*		
I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.		
Candidate's Name and Signature:	Date:	

*NOTE: * Critical Aspects of Competency*

Please see requirements below.

COC2 REQUIREMENTS FOR THE CANDIDATE

1. *The Candidate must have a Model/Client to perform the demonstration of tasks. The Model/Client must have un-cut/unmanicured nails and free from nail disorders, hand/foot disorders and skin diseases.*
2. *The Candidate must bring their own tools/supplies/materials to perform the tasks for demonstration, see below.*
3. *The tools must be already sanitized/disinfected/sterilized as prescribed, for use during the assessment activity.*

Unit	ITEM DESCRIPTION
1 pc	Face Mask (<i>personal use</i>)
1 pc	Face Shield (<i>personal use</i>)
1 pc	Apron - PVC or waterproof (L45" x W35")
1 pc	Hair Net / Headband
1 pair	Nitrile or Vinyl Gloves (government mandated)
1 bottle	Antiseptic Solution (Betadine/Hydrogen Peroxide) 60 ml
1 bottle	Hand Sanitizer 50ml/70% Alcohol 60 ml
1 bottle	Skin Lotion 60 ml
1 bottle	Massage Oil 50 ml
1 pc	Foot File, wooden file (with refillable grit)
1 pc	Pumice Stone