

ROOM SET UP

Benefits:

- Makes a positive and professional impression with the client through room preparation and the correct use of accessories and supplies.
- Prepares you for performing a facial.

Pre-Procedure:

- View appointment book to see how many clients are scheduled for the day.
- Spray air sanitizer to neutralize the air.
- Clean and glove hands according to Handwashing and Gloving skills.

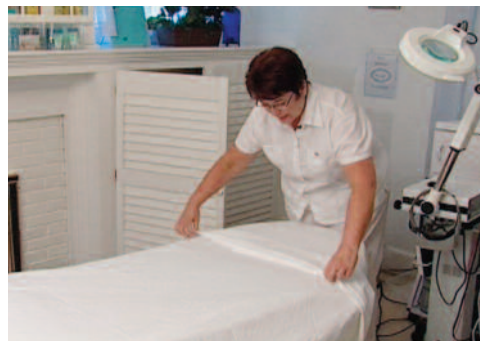
Procedure:

- Turn on hot towel cabi, heated bed, and all other necessary equipment.
- Check water level in the steamer and filled with distilled water. Do not fill above the water line (red top line). Do not let water level drop below bottom red line. Pre-warm steamer.
- Make warm and cold towels according to skills.
- Prepare bed according to Bed Preparation skill.
- Replenish bathroom or changing room with clean wraps, slippers, and robes. Place new hair cap and chest drape on the bed.
- Turn on music.
- **Tip:** Light candle 10 minutes before client arrives.

Infection Control:

- Change linens and place in designated hamper.
- Disinfect all machines and facial bed.
- Add fresh distilled water into the steamer.
- Add tap water to bowl located in hot towel cabi.
- Wash and disinfect dirty dishes and implements.
- Replenish bathroom or changing room with clean wraps, slippers, robes and place new hair cap and chest drape on the bed.
- Check towel supply.
- Dispose of dirty towels in the hamper.
- Wipe and clean bottle and product lid.

- Refill hot towel cabi.
- Spray air sanitizer to neutralize the air.
- At closing, turn off all electrical equipment and machines.



CLIENT CONSULTATION

Benefits:

- The analysis and brief consultation establishes skin type and condition for determining present and future facial treatments and skin care products.
- Finds the best products for the skin and helps explain how products work.
- Obtains a history of lifestyle, diet, stress, and use of products.
- Learn medications used and/or health conditions, present and past.
- Update all skin types and all clients on every visit.

Indications:

- Client has made an appointment and you don't know about their skin, medication, lifestyle, etc.



Procedure:

- Stand in front of the client. Maintain eye contact with your client so they will not feel intimidated. Don't scold or make them feel small.
- Discuss alternatives for their problem. Give them several options on how to resolve their problem.
- After the consultation, allow the client to see their face in the mirror so they may see the areas of concern you have addressed.
- Always focus on the client's concern first.

- For the recommendation, pay attention to their needs, lifestyle and traits so you may understand the difference between selling the product and prescribing the product.
- The client will have a skin consultation, which includes a skin analysis.



Post-Procedure:

- The client will leave with a personalized skin care routine for home and suggested facial treatment series. Routines vary depending on client's needs, but a basic routine will include: cleanser, toner, active product, and any prescription products if necessary.
- Education on the acne process and how they can control their acne is also incorporated into the consultation.
- If a prescription is needed, the client or patient will need to see their physician to receive a written prescription.

STATION SET-UP

Benefits:

- Being prepared for the client.
- Having all supplies easily accessible for the client.

Supplies:

- ☐ Basket for Personal Belongings
- ☐ Scissors
- ☐ 8-in-1 Machine (Modalities/ Electrodes)
- ☐ Magnifying Lamp
- ☐ Cotton Gauze
- ☐ Brushes
- ☐ Rubber Bowls and Rubber Bands
- ☐ Goggles
- ☐ Face Mask
- ☐ Head Cap
- ☐ Stainless Steel Bowls
- ☐ Towels – 2 hot towels and 1 cold towel
- ☐ Hand Sanitizer
- ☐ Tweezers – slant tip
- ☐ Sharps Biohazard Container
- ☐ Water
- ☐ Gloves
- ☐ 4x4 Cotton Esthetic Wipes
- ☐ Spatulas
- ☐ Facial Tissue
- ☐ Small and Large Cotton Swabs
- ☐ Disinfectant
- ☐ Lancets
- ☐ Small Garbage Can
- ☐ Sponges

- ☐ Dirty Linen Basket
- ☐ Plastic Containers for Used Implements
- ☐ Mirror
- ☐ Head Set (5x Magnified)
- ☐ Palette
- ☐ Comedone Extractor
- ☐ Buttermilk
- ☐ Baking Soda



Tips:

- Make sure electrical equipment is in working order.
- After opening a product, close it right away.
- Discard disposable used items right away.
- Be sure all necessary items are in the station before starting any procedure.
- Have extra brushes available.
- Don't pick up anything that has been dropped onto the floor.
- Use clean spatula to get product out of the jar.
- Do not place unused product back into the container.
- Make sure you have given yourself enough time to get a drink of water and go to the bathroom before the client arrives.

Infection Control:

- Cover the set up with a paper towel if you are not using immediately.
- Use a new liner for trash container.

MAGNIFYING LAMP (FIRST LOOK)

Benefits:

- Allows esthetician to assess client's make up application for possible later re-application.
- Allows esthetician to assess how make up sits on client's skin.

Indications:

- Client wearing makeup.

Pre-Procedure:

- Client greeting and offer water.
- Have client fill out history intake form or follow up form.
- Escort client to changing area.
- Help client onto bed, cover hair and drape with towel.
- Client consultation.
- Sanitize and glove hands according to gloving skill.

Procedure:

- Cover client's eyes with protective eyewear.
- Position magnifying lamp diopter over client's face.
- Turn on magnifying lamp.
- Turn client's head to each side to assess makeup. Tell client to keep their eyes closed so you can remove their protective eyewear and assess their eye makeup.
- Turn off magnifying lamp and move back to resting position.

Post-Procedure:

- Remove gloves according to Degloving skill.

Maintenance:

- Check all screws to make sure they are not loose.
- Do not use handle roughly, for the springs on the arm may wear out and break.

Infection Control:

- Spray glass cleaner on a lint free cloth to wipe glass each day.
- Wipe down unit with disinfectant after each use.
- Refer to OSHA and your state board.

