

Esthetician – Nail Technician

On-the-Job Checklist



	Level 1	Page 1/3
Tasks	On-The-Job Duties	Completed
Uses & maintains tools & equipment	Select & use single-use & multi-use manual tools	<input type="checkbox"/>
	Use disposable & multi-use implements to transfer materials from containers avoiding cross contamination	<input type="checkbox"/>
	Inspect metal/glass implements to verify integrity	<input type="checkbox"/>
	Inspect manual tools & repair or remove from service	<input type="checkbox"/>
	Select electric tools according to task	<input type="checkbox"/>
	Operate electric tools according to manufacturers' specifications	<input type="checkbox"/>
	Inspect & maintain electrical tools & equipment	<input type="checkbox"/>
	Troubleshoot electrical tools & equipment to determine why they are not performing effectively &/or safely	<input type="checkbox"/>
	Place sharps in bio-hazard box for safe removal	<input type="checkbox"/>
Performs safety related activities	Select, use & store PPE & safety equipment	<input type="checkbox"/>
	Follow protocols for remediating chemical & bodily fluid contamination &/or exposure	<input type="checkbox"/>
Performs sanitation, disinfection & sterilization (SDS)	Sanitize hands, tools & equipment	<input type="checkbox"/>
	Identify tools & equipment that require disinfection	<input type="checkbox"/>
	Store tools & equipment in sterilizing equipment or packaging to maintain sterilization	<input type="checkbox"/>
	Launder soiled & contaminated linens & dispose of linens soiled with bodily fluids or blood	<input type="checkbox"/>
Consults with clients	Consult with client to determine current medical status	<input type="checkbox"/>
	Adjust services to accommodate various health conditions	<input type="checkbox"/>
	Review home care & post-service care & recommend products to clients	<input type="checkbox"/>
	Explain contraindications & possible side effects to clients	<input type="checkbox"/>

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	Level 1	Page 2/3
Tasks	On-The-Job Duties	Completed
Completes client consultation card	Record & store client data, digitally, on record cards or forms following Protection of Privacy legislation	<input type="checkbox"/>
	Record service details & results & obtain signature	<input type="checkbox"/>
	Keep up-to-date records & utilize systems for file keeping	<input type="checkbox"/>
	Demonstrate professional ethics & maintain client confidentiality	<input type="checkbox"/>
Perform front desk responsibilities	Answer communication in a professional manner	<input type="checkbox"/>
	Collect information for requested services & determine the time required for appointment	<input type="checkbox"/>
	Demonstrate active listening skills & address client concerns	<input type="checkbox"/>
	Operate point-of-sale equipment & perform transactions	<input type="checkbox"/>
	Create product order, verify delivery against invoice & rotate stock	<input type="checkbox"/>
	Calculate markups & markdowns	<input type="checkbox"/>
	Create & clean retail displays	<input type="checkbox"/>
Establishes business fundamentals	Determine equipment & supplies needed & comply with government business regulations	<input type="checkbox"/>
	Stay current with new trends & techniques	<input type="checkbox"/>
	Market & promote services, add-on services & retail products	<input type="checkbox"/>
Assesses hand, foot & nail health	Identify the anatomy of a nail	<input type="checkbox"/>
	Assess & observe nail length & uniformity	<input type="checkbox"/>
	Identify diseases & disorders of the hands, feet & nails	<input type="checkbox"/>
	Identify nail & skin conditions based on overall appearance of hand or foot	<input type="checkbox"/>
	Identify contraindications that restrict or prevent a service	<input type="checkbox"/>
Perform specialized services	Identify & perform specialized manicure, such as exfoliating & masks	<input type="checkbox"/>
	Identify & perform specialized pedicure, such as paraffin & masks	<input type="checkbox"/>

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	Level 1	Page 3/3
Tasks	On-The-Job Duties	Completed
Performs manicure	Shape nail using tools & equipment	<input type="checkbox"/>
	Apply cuticle softener, soak client's hands, gently push back cuticle & trim non-living tissue, if required	<input type="checkbox"/>
	Apply nail oil to moisturize the skin & nail	<input type="checkbox"/>
	Perform hand massage using various techniques, adjusting pressure, repetitions, speed & movements	<input type="checkbox"/>
Performs pedicure	Prepare soak/bath, soak client's feet & exfoliate, as required	<input type="checkbox"/>
	Push back cuticles & trim non-living tissues, as required	<input type="checkbox"/>
	Trim, file & buff nails	<input type="checkbox"/>
	Identify callus, then apply chemical treatment, rasp &/or file smooth, as required	<input type="checkbox"/>
	Perform foot/leg massage using various techniques, adjusting pressure, repetitions, speed & movements	<input type="checkbox"/>
Finishes nails	Prepare nails for polish by removing excess oil from nail plate	<input type="checkbox"/>
	Apply base coat, colour in two coats & top coat to nails	<input type="checkbox"/>
Performs enhancement services	Push back eponychium & remove shine from natural nail plates	<input type="checkbox"/>
	Adhere tip to client's nails without air bubbles & trim extension to desired shape & length	<input type="checkbox"/>
	Customize nail form to fit hyponychium & sidewalls	<input type="checkbox"/>
	Perform pre-bonding steps, apply product & file to ensure uniform shape	<input type="checkbox"/>
	Assess nails &/or nail growth, identify any repairs needed & perform fill	<input type="checkbox"/>
	Remove bulk of product, apply polish to seal & instruct client regarding maintenance	<input type="checkbox"/>
	Apply non-porous base, gel & topcoat to toenails & apply anti-fungal drops or spray, when required	<input type="checkbox"/>
	Perform a correction on damaged or broken nails	<input type="checkbox"/>
Performs decorative nail services (not common core)	Apply paint, draw lines, dots & figures freehand on nails	<input type="checkbox"/>
	Apply decals & gems on nails & apply sealing layer	<input type="checkbox"/>

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Information Regarding the Checklist

Saskatchewan Apprenticeship and Trade Certification Commission's (SATCCs) On-The-Job Checklist provides a complete list of trade-specific Saskatchewan Occupational Standards tasks for apprentices to complete under the supervision of a journeyperson. This work should be completed prior to attending the technical training level under which the duties are listed (e.g. Level 1 completed prior to attending Level 1 technical training).

Completing this checklist will ensure that apprentices are exposed to the full scope of a particular Red Seal trade throughout their apprenticeship program. It will also help prepare apprentices for each level of technical training by performing work on-the-job relating specifically to topics covered later on. The trade-specific tasks listed have been reviewed by certified journeypersons in Saskatchewan for their accuracy and have been set to an appropriate skill level.

An apprentice spends approximately 85% of their apprenticeship term training on-the-job. It is the both the apprentice and the employer's or journeyperson's responsibility to supervise an apprentice's practical skills development during their program.

To promote transparency and consistency, this document aligns with the 2023 Esthetician – Nail Technician Saskatchewan Occupational Standard.

A complete version of the Occupational Standard can be found at www.saskapprenticeship.ca

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