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## Overview

This standard coexists alongside, \* \*\*SKAHDBRBNST1 *Implement and maintain safe, hygienic and effective working practices* \*and \*SKAHDBRBNS1 *Consult, assess, plan and prepare for Hair, Barbering, Beauty, Nails, Wellbeing and Holistic services*. \*This standard is for a nail professional using an E-file safely to reduce length, shape, refine surfaces, thin out the free edge and buff nail enhancements. You will also be required to do a post procedure evaluation and reflection for continuous improvement. Users of this standard will need to ensure that their practices reflect up-to-date information, policies, procedures and best practice guidance. It is advisable users of, this standard are aware of and comply with first aid requirements in accordance with legislation and organisational policies and procedures.

### **The main outcomes are:**

1. Reduce bulk and shape nail enhancements using an E-file
2. Refine and buff nail enhancements using an E-file
3. Remove UV gel polish from nail enhancements using an E-file

## Performance criteria

### *You must be able to:*

1. carry out a concise and comprehensive consultation with the individual
2. maintain your responsibilities for health and safety in accordance with legislation, regulations, directives and guidelines, to include:
  - 2.1 ensuring appropriate dust extraction is used compliant with local authority requirements
3. establish the individual's objectives, expectations and desired outcomes to inform the E-file service plan
4. confirm and agree with the individual, they have understood the proposed E-file service, to include:
  - 4.1 contra-actions
  - 4.2 **adverse reactions**
  - 4.3 physical sensation on the nail bed and surrounding skin
5. obtain and record the individual's informed consent for the E-file service
6. prepare the individual's treatment area in accordance with the \*\*E-file service protocol, to include:
  - 6.1 remove any existing product from the nail in accordance with the manufacturer instructions
7. confirm the desired nail length and shape with the individual
8. reduce bulk and shape the nail enhancements using the E-file to achieve the agreed structure, shape and length in accordance with E-file service protocol, to include:
  - 8.1 using techniques that minimise the risk of damage to the natural nail and surrounding skin
  - 8.2 using an '**Off**' nail **E-file attachment** and the **E-filing techniques** required
  - 8.3 moving the E-file at a speed and pressure required for the E-filing techniques
  - 8.4 moving the E-file in one direction across the nail
  - 8.5 using 'Off' nail E-file attachment rotating in the opposite direction to which you are working
  - 8.6 ensuring continuous movement of the file to avoid a build-up of heat on the nail plate
  - 8.7 rotating the individual's finger to ensure the file is flat against the nail enhancement
9. refine and buff using the E-file to achieve the final finish on the nail enhancement in accordance with the E-file service protocol, to include:
  - 9.1 using a file to achieve a smooth even surface and shine
10. monitor the individual's health and wellbeing throughout the E-file service
11. implement the correct course of action in the event of an adverse reaction

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12. conclude the service in accordance with the E-file service protocol, legislative requirements and organisational policies and procedures
  13. complete the individual's service records and store in accordance with data legislation
  14. use reflective practice to evaluate the E-file service and take appropriate action
  15. provide **instructions** and advice to the individual pre and post service
  16. record the outcome and evaluation of the E-file service

## Knowledge and understanding

### *You need to know and understand:*

1. your role and responsibilities in providing E-file service services and the importance of working within your competence
2. why you must comply with ethical practice and work within the legislative requirements, to include:
  - 2.1 the responsibilities under local authority licensing regulations for yourself and your premises
3. the importance to engage in, and document continuous professional development to include, up-to-date information policies, procedures and best practice guidance
4. the **anatomy and physiology** relevant to this standard
5. the relative and absolute contraindications relevant to the nail service, to include:
  - 5.1 the legislative and insurance requirements for obtaining medical diagnosis and referral
6. the importance of recognising suspicious skin irregularities and lesions, and referring to a relevant healthcare professional
7. the purpose, use and limitations of E-file services, in relation to:
  - 7.1 past and current medical history
  - 7.2 nail and skin condition
  - 7.3 medication and medical conditions
  - 7.4 individual's expectations
8. the importance of adhering to the E-file service protocol
9. the reasons why you shouldn't carry out E-file services on natural nails, to include:
  - 9.1 the importance of protecting the living skin tissue including the proximal nail fold

10. the types and use of E-filing equipment and 'Off' nail E-file attachments
11. the E-filing techniques, including thinning out overlays, buffing, removing UV gel polish and use of different speeds of rotation
12. how to position and support the individual's finger whilst carrying out an E-file service
13. why it is important to maintain three points of contact whilst carrying out an E-file service
14. how to adapt the equipment for left and right handed use
15. the reasons for working in one direction across the nail enhancement overlay
16. why it is important to work in the opposite direction to the rotation of the file attachment
17. how to maintain the balance, shape and position of apex when E-filing
18. the damage caused by inappropriate use or misuse of E-files
19. how to avoid a buildup of heat when using an E-file
20. the benefits, uses and limitations of a hand file and E-file
21. the reasons why E-files should never be used for tip blending
22. the importance of maintaining the e-file for safe and efficient use, to include:
  - 22.1 the methods of hygiene for e-file attachments
23. the reasons for applying a post-treatment product following an E-file service
24. the adverse reactions associated with an E-file service, and how to respond
25. the health and safety responsibilities in line with legislation before, during and after the E-file service, to include:
  - 25.1 the importance of adequate extraction throughout the E-filing service

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26. why it is important to discuss and establish the individual's objectives, concerns, expectations, desired outcomes and agree the E-file service plan
  27. the legal requirements for providing nail services to minors and vulnerable adults
  28. the fee structures and treatment options
  29. the legislative and indemnity requirements of gaining signed, informed consent for the E-file service
  30. the importance of monitoring the health and wellbeing of the individual during and post service
  31. the reasons for taking consensual visual media of the individual's treatment area and storing in accordance with the service, legislative, insurance and organisational requirements
  32. the legislative and regulatory requirements of completing and storing the individual's E-file service records
  33. the expected outcomes of E-file services
  34. the purpose of reflective practice and evaluation and how it informs future services
  35. the importance to record the outcome and evaluation of the E-file service
  36. the instructions and advice pre and post the E-file service

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## Scope/range

### Adverse reaction

1. thinning of the nail plate
2. cuts and abrasions
3. bruising
4. exothermic reaction
5. lifting of the product
6. premature loss of enhancement
7. infection
8. onycholysis

### E-file service protocol

1. working environment
2. health and safety
3. infection prevention and control
4. service plan
5. informed consent
6. data management
7. manufacturer instructions
8. audit and accountability
9. instructions and advice
10. sustainability
11. waste management
12. evidence-based practice
13. reflective practice

### 'Off' nail E-file attachment

1. carbide
2. diamond bit
3. backfill bit
4. mandrel and sanding band
5. under nail cleaner
6. buffing bit

### E-filing techniques

1. reducing overlay bulk

2. reducing length
3. refining surfaces
4. thinning out the free edge
5. removing UV gel polish from nail enhancements
6. buffing
7. reposition the white
8. reposition the colour

#### Instructions

1. the individual and practitioner's legal rights and responsibilities
2. pre and post service instructions and care
3. restrictions and associated risks
4. future services

#### Anatomy and physiology

1. the structure and function of the body systems and their interdependence on each other within the upper and lower extremities
2. the contraindications and pathologies related to the nail unit, nail growth and skin
3. the structure and functions of the nail and nail growth

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## Glossary

### **Absolute contraindication**

An absolute contraindication is a condition that prevents the service from being carried out and may require referral.

### **Adverse reaction**

An adverse reaction is an 'unexpected' reaction or outcome following a service, i.e. fainting

### **Contra action**

A contra-action is an 'expected' reaction or outcome following a service, i.e. erythema

### **Evidence-based practice**

Evidence-based practice is based on the best available, current, valid and relevant evidence.

### **First aid**

First aid can refer to first aid at work qualifications or equivalent and first aid mental health awareness.\* \*

### **Protocol**

A protocol is a standard procedure to ensure best practice and compliance when providing services, i.e. follow manufacturer instructions.

### **Relative contraindication**

A relative contraindication is a condition that requires an assessment of suitability for the service and/or if adaptations are required.

## Links to other NOS

SKAHDBRBNST1, SKAHDBRBNS1, SKABN1, SKABN2, SKABN3,  
SKANT1, SKANT2, SKANT3, SKANT5, SKANT6, SKANT7, SKANT9

SKANT4

Create, maintain and finish nail enhancement overlays using an E-file



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**Developed by** SkillsActive

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**Suite** Nail Services

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