

SAAHSP



SOUTH AFRICAN ASSOCIATION OF
HEALTH & SKINCARE PROFESSIONALS

**PROFESSIONAL BODY FOR THE
SKIN, BODY & NAIL CARE INDUSTRY**

CODE OF PRACTISE

FOR THE

NON-QUALIFIED AND QUALIFIED NAIL TECHNICIAN

Compiled by members of the Professionalism and Ethics committee – Nail Therapist on the 27 November 2018
Approved by the SAAHSP Board 7 June 2022

1. PURPOSE

A code of professional conduct is a necessary component to any industry to maintain standards against which the professionals within that industry subscribe. It brings about accountability, responsibility and trust to the clients that are served/ treated by the therapist.

2. OBJECTIVES

The objective of the Code of Practise for Nail Technician is as follows.

- 2.1 To increase professionalism and to prevent the occurrence of unwanted incidence within the Nail Technician field.
- 2.2 To encourage the Nail Technicians to adhere to good practice when providing services or when performing treatments, and.
- 2.3 To enhance consumer protection against improper practice in the Nail Technician.
- 2.4 To establish a clear scope of practice for the Nail Technician, ensuring the therapist stay within the scope of practice and refer to the relevant medical professional.

3. DEFINITIONS

Acrylates	A category of substances belonging to the acrylic family. A family of organic chemicals.
Abrasive	Material used to shape, polish, and remove surface shine of natural and artificial nails
ABS	Acrylonitrile butadiene styrene: a polymer from which tips are made
Acetone	A solvent commonly used as a soak off for tips and nail Enhancements
Acrylics	A family of monomers and polymers or oligomers used to create artificial nail products
Adhesion	A force that makes 2 surfaces stick together
Alcohol	A solvent used as a cleanser
Allergen	A substance that causes an allergy
Allergic reaction	The reaction of the body to a foreign body or chemical, that could cause harm or sensitivity to the body
Bacteria	Single cell organisms, some are capable of causing disease
Bacterial infection	A contra indication, which discolours nails. (Greenies) occurs between the overlay and nail plate
Benzoyl peroxide	A heat sensitive catalyst often found in powder polymers
C curve	Found from side wall to sidewall, curve of the nail
Catalyst	A chemical added to a substance to promote speed and control to the polymerization of products, a catalyst does not take part in the chemical reaction
Chemicals	Everything except light and electricity is a chemical
Chemical bond	The bonds between the atoms and molecules if a chemical
Chemical reaction	A process of 2 or more chemicals combining to create a different substance
Contact area	The area of the plastic tip that is adhered to the nail plate
Contamination	Unwanted substances on an implement, surface, or product
Contra indication	An indication against performing a treatment
Curing	The process of polymerization
Cuticle	A very thin layer of dead skin cells, that sheds from under the eponychium
Cyanoacrylate	The family of acrylates used in adhesives and resins
Dehydration	To remove water and moisture from the nail plate
Dermatitis	Nonspecific skin inflammation
Disinfectant	Substance that can kill some living microorganisms and stops the growth of others, suit able for hard surfaces
Nail Coating	A generic for any product that covers the nail plate with a hard film
Material Safety Data Sheet (MSDS)	Documents that provide valuable safety and storage information to product users. Each MSDS contains information on safe handling, first aid, emergency response, early warning signs of overexposure and other topics. All salons must keep a set on hand
Nail Unit	The proper name of the various parts of the nail as a whole
Oligomers	Short chains of monomers that are partially polymerized and are usually very thick and stringy, often having a gel-like appearance
Overexposure	Every chemical has a safe and unsafe level of exposure, and you will not be harmed unless you repeatedly exceed the safe level
Polymerization	A chain reaction between monomers and or oligomers that produce a hardened artificial nail or adhesive. Often referred to as cure or curing

Retouch	Reducing existing product that has grown out and reapplying
Sanitation	A procedure that leads to proper and thorough cleaning of an object or surface
Sterilization	Use of very high temperatures and pressurized steam to kill pathogens
Nail Enhancements	Artificial nails , known as nail wraps , or nail extensions , are extensions placed over fingernails as fashion accessories
Nail Systems	Application used to create a nail enhancement or coating of the nail
Gel	A jelly-like substance, especially one used in cosmetic or medicinal products made of Oligomers and uses photo initiators to cure
Acrylic Liquid and Powder	A synthetic resins and textile fibers made from polymers and acrylates that uses a chemical reaction to cure
Silk and Fiber	A nail system used to create a nail enhancement using a resin and either silk or fiber to cure in a hard coating
Nail Lacquer	Also known as nail polish or nail lacquer used to applied colour coating over the nail plate. Nail lacquer dries when exposed to air
Overlay	Covering the serves of the nail plate using a nail coating
Tips	A plastic mould of a nail shape applied with a resin to the nail to create extension
Sculpting	Building a nail and structure using a form under the natural nail plate to provide structure for the extension and lighting the nail plate
Manicure	A cosmetic treatment of the hands involving shaping and often painting of the nails, removal of the cuticles, and softening of the skin. Derives from the Latin word “manus” meaning hand
Pedicure	A cosmetic treatment of the feet involving shaping and often painting of the nails, removal of the cuticles, and softening of the skin. Derives from the Latin word “pedus” meaning foot
Nail Art	A creative way to paint, decorate, enhance, and embellish the nails . It is a type of artwork that can be done on fingernails and toenails
Buffing	Removing the top layer of the nail plate in preparation of nail enhancement and or coatings
Filling	Using an emery board to decrease the length and change the shape of the free edge of the nail plate
Soak – Off	Removal process of any artificial nails or nail coating
Rebalancing	Removing 70% of the nail structure and any detached part of your application and replying and creating the entire nail structure
Electric nail file	Is tool used by nail technicians to speed up, streamline, or make easier some nail services; the electric file allows nail technicians to file or finish areas of the nail that are hard to reach
UV Light	Ultraviolet
FL Light	Fluorescent Light – the bulb used with UV light unit
LED light	Light Emitting Diode – the Bulb used with LED light units
Cuticle Care	The cuticle is a layer of clear skin located along the bottom edge of your finger or toe. The area around the cuticle is delicate. It can get dry, damaged, and infected. It is important to care for the entire nail area and keep it clean so that your nails stay healthy
Nail Preparation	Preparing the nail plate and skin surrounding the nail plate prior to a nail enhancement or coating application
Implements	Equipment used during a nail service to achieve your end result
Sanitization	Cleaning something to make it free of bacteria or disease-causing element

4. PROFESSIONAL RESPONSIBILITY

Therapist to their client

- 4.1 Polite, honest, and objective professional behaviour.
- 4.2 Ensure hygienic conditions – cleanliness of therapist and their working environment.
- 4.3 Take a full medical history including screening for client for relevant contra-indications.
- 4.4 Ensure correct application and protection of client against harmful use of all technology, tools and products that fall with your scope of practise for which you are trained.
- 4.5 Modesty and privacy of client during treatments.
- 4.6 Only perform treatments within the scope of practice of a Nail Technician for which you are trained.

Client

- 4.7 To take care of his or her own health.
- 4.8 To care for and protect the environment.
- 4.9 To respect the rights of other patients and healthcare providers.
- 4.10 To utilise the healthcare system properly and not to abuse it.
- 4.11 To know his or her local health services and what they offer.
- 4.12 To provide healthcare providers with relevant and accurate information for diagnostic, treatment, rehabilitation, or counselling purposes.
- 4.13 To advise healthcare providers of his or her wishes with regard to his or her death.
- 4.14 To comply with the prescribed treatment or rehabilitation procedures.
- 4.15 To enquire about the related costs of treatment and/or rehabilitation and to arrange for payment.
- 4.16 To take care of the health records in his or her possession.

5. FUNDAMENTAL PRINCIPLES UNDERPINNING THE CODE OF PROFESSIONAL CONDUCT, ETHICS & GOOD PRACTISE

- 5.1 Respect for persons: Nail Technician should respect clients as persons, and acknowledge their intrinsic worth, dignity, and sense of value.
- 5.2 Best interests or well-being: Non-maleficence: Nail Technician should not harm or act against the best interests of patients, even when the interests of the latter conflict with their own self-interest.
- 5.3 Best interest or well-being: Beneficence: Nail Technician should act in the best interests of patients even when the interests of the latter conflict with their own personal self-interest.
- 5.4 Human rights: Nail Technician should recognise the human rights of all individuals.
- 5.5 Autonomy: Nail Technician should honour the right of patients to self-determination or to make their own informed choices, and to live their lives by their own beliefs, values, and preferences.
- 5.6 Integrity: Nail Technician should incorporate these core ethical values and standards as the foundation for their character and practise as responsible healthcare professionals.
- 5.7 Truthfulness: Nail Technician should regard the truth and truthfulness as the basis of trust in their professional relationships with patients.
- 5.8 Confidentiality: Nail Technician should treat personal or private information as confidential in professional relationships with patients - unless overriding reasons confer a moral or legal right to disclosure.
- 5.9 Compassion: Nail Technician should be sensitive to and empathise with the individual and social needs of their patients and seek to create mechanisms for providing comfort and support where appropriate and possible.
- 5.10 Tolerance: Nail Technician should respect the rights of people to have different ethical beliefs as these may arise from deeply held personal, religious, or cultural convictions.
- 5.11 Justice: Nail Technician should treat all individuals and groups in an impartial, fair, and just manner.
- 5.12 Professional competence and self-improvement: Nail Technician should continually endeavour to attain the highest level of knowledge and skills required within their area of practice.
- 5.13 Community: Nail Technician should strive to contribute to the betterment of society in accordance with their professional abilities and standing in the community.

6. SPIRIT OF PROFESSIONAL GUIDELINES

In enforcing the Code of Ethics and Subsidiary Ethical Rules and in trying to prevent improper practice being performed, irresponsible advertising and unethical behaviour, we depend upon the co-operation of all Nail Technicians. If Nail Technicians learn of breaches of the Code or know of establishments permitting activities lowering the status of the Nail Technician treatment work and bringing figure treatment work into disrepute then they should report, in writing, such matters to the Board. These reports will be treated in the strictest confidence.

7. CODE OF ETHICS

All Nail Technicians shall abide by the Scope of Practice as set out in the Code of Ethics and abide by the regulations thereof

- 7.1 Will confine his/her practice to the field set out in the definition of a Nail Technician contained in this Code of Practise.
- 7.2 Shall NOT undertake treatments which are beyond the scope of their professional education, training, and experience.
- 7.3 Shall in all cases beyond the field of Nail Technician specified in this Code of Ethics, advise the client to consult a medical practitioner.
- 7.4 Will incur an obligation to uphold the dignity and honour of the profession, to exalt its standing and to extend its usefulness to the public. The conduct of therapist shall always be both becoming and credible to the profession.
Unprofessional conduct can lead to cancellation of designation membership.
- 7.5 Shall always be ready and willing to assist fellow therapists/practitioners.
- 7.6 All information will be treated as confidential according to the POPIA Act. Good records should be maintained so that continuity of client care is possible and case history information can be made available to another "therapist," only where written informed consent to share information was obtained. Records should include updated progress reports and records or any referrals by Nail Technicians/practitioners and should be capable of being understood by any other therapist taking over or assisting in the care of the client. Record cards are the property of the practice/salon and not the therapists. These records must be kept and retained for further reference and history of treatments.
- 7.7 Must obtain consent from client before taking pre and post photography as evidence of effectiveness of treatments. Picture of client may be used for advertising or publicity purposes ONLY when the client has given written consent unless the prior consent of client is obtained.
- 7.8 Members belonging to the Professional body who have paid their annual membership will be entitled to display the association logo. Trademark rules apply.
- 7.9 As per the constitution - In recognising the unique nature of the individual, and Nail Technician shall have respect for all religious, spiritual, political, and social views irrespective of race, colour, creed, or sex.
- 7.10 Shall endeavour to continually update their knowledge and to learn about new developments and technology, by attending workshops and attending regular CPD Activities (Continual Professional Development).
- 7.11 Failure to comply with any conduct determined in the scope of practise or any annexure to the document shall constitute an act or omission in respect which the Board concerned may take disciplinary steps as per Disciplinary policy.
- 7.12 Conduct determined in the scope of practise shall not be deemed to constitute a complete list of conduct and the board concerned may therefore inquire into and deal with any complaint of unprofessional conduct which may be brought before such board.

8. IMPORTANCE

8.1 Contra-Indications & Contra-Actions

- 8.1.1 A contraindication or contra-action is any reason for which a nail service or treatment cannot be performed on a client.
- 8.1.2 A nail professional or therapist must be able to identify or establish whether there are any contraindications or contra-actions and reasons for not being able to perform a service.
- 8.1.3 A Nail professional or therapist may not perform a treatment or service should there be any signs of a contagious skin or nail disease, condition, allergy, medical condition, or any other reason which has been identified which could cause potential harm or damage and adversely affect a client's health, nails, or skin.

- 8.2 **After Care** Appropriate aftercare and homecare advice, following the treatment must be given. This should be documented and discussed with the client and agreed upon by the client.

- 8.3 **Hygiene, Sanitation & Safety** Hygiene, Sanitation and Safety is for the protection and wellbeing of both the client and Nail technician in the salon environment, when having or performing a nail service or treatment. Each and every Nail Technician or person working in a Nail Salon environment must carry out hygiene, Sanitation & Safety Protocols, and procedures.

8.3.1 Hygiene & Cleanliness

- 8.3.1.1 A cleaning schedule and protocols must be developed to identify the products used and frequency of cleaning for all equipment and the working environment.

- 8.3.1.2 Nail Technicians and clients must wash their hands thoroughly and scrub their nails with an antibacterial liquid soap prior to each and every treatment.
- 8.3.1.3 Nail technicians and clients must take additional steps to sanitise their hands and their clients' hands or feet. A good quality anti-bacterial hand wash should be considered and used to prevent the risk of dermatitis.
- 8.3.2 **Sanitation** – The process by which all surfaces are washed and cleansed only, this does not eliminate or kill pathogens, fungi, viruses, harmful organisms, and spores.
 - 8.3.2.1 All reusable implements and equipment must be properly sanitised at all time and in-between each and every client.
 - 8.3.2.2 An anti-bacterial detergent must be used to remove all dirt, debris, dead skin cells and left-over product from all implements, equipment, work surfaces and areas, which have been used or have come into contact with a client and the nail technician.
 - 8.3.2.3 These must be thoroughly washed, scrubbed, and cleaned with hot water and anti-bacterial soap or detergent prior to disinfection taking place.
 - 8.3.2.4 Any implements, files, equipment, or towels, which may have been contaminated or come into contact with blood, bodily fluids or a contagious skin or nail condition, must be immediately disposed of and incinerated.
 - 8.3.2.5 All used items and equipment must be stored separately from used equipment until complete sanitation has taken place.
 - 8.3.2.6 Separate basins must be used for sanitation of equipment and for cups, plates and items used for drinking and food.
- 8.3.3 **Disinfection** – The process by which pathogens, fungi, viruses, harmful organisms, and spores are reduced on a surface, but not totally eliminated.
 - 8.3.3.1 Use an effective hospital grade disinfectant only to perform this step. Dettol and alcohol are not disinfectants.
 - 8.3.3.2 Disinfection can only take place once sanitation has been properly performed.
 - 8.3.3.3 Disinfectants must be diluted and used as instructed and according to manufacturer's instructions and with care.
 - 8.3.3.4 Disinfectants in soak able units must be changed on a regular basis.
 - 8.3.3.5 Disinfectants must not come into contact with skin, nails, hair, and eyes or be ingested
- 8.3.4 **Sterilisation** – This process is the only process by which pathogens and harmful organisms are almost completely destroyed, and that renders equipment free from viable micro-organisms such as bacteria, fungi, viruses, and spores, when an autoclave is used.
 - 8.3.4.1 Implements, equipment and some items should be sterilized in an autoclave, which is the most effective means of sterilization.
 - 8.3.4.2 Sterilisation units must be kept clean and free of dirt, debris, skin, and product.
 - 8.3.4.3 Sterilization can only be performed once sanitation and disinfection has taken place.
 - 8.3.4.4 Once sterilization has been performed, store all items in a clean, dry, airtight container or Medi pack until the next client.
 - 8.3.4.5 Where an autoclave is not available chemical sterilisation is acceptable, however this must be carried out properly and according to the manufacturer's instructions with regard to dilution of the solution and the recommended contact time. The equipment should then be stored in a clean dry airtight container until use.
 - 8.3.4.6 Any equipment or items, which cannot be disinfected or sterilized, are considered for one use only and must be discarded.
 - 8.3.4.7 Towels must be washed with a good quality anti- bacterial detergent and soap and washed at a very high heat of 64 degrees Celsius or above.
- 8.4 **Diseases & Disorders** – A Nail technician must be able to identify all nail and skin diseases and disorders.
 - 8.4.1 A Nail Technician may not work on an infected or contagious nail or skin condition.
 - 8.4.2 A Nail technician may not treat or work on any person with a serious concern or condition, which they are not qualified to do so.
 - 8.4.3 A Nail technician may not diagnose or treat any contagious or harmful skin or nail condition and must refer the client to a doctor.
 - 8.4.4 A Nail technician May not prescribe any form of medication or treatment to a client with a contagious nail or skin condition.

8.5 Chemical & Product Use & Safety

- 8.5.1 All substances, liquids, chemicals, and products used for enhancement treatments and services must be used properly and safely in accordance with manufacturer's instructions, protocols, and legislations. This is to prevent the overexposure to products, chemicals, and ingredients, which could lead to allergies, hazards, and health risks.

- 8.5.2 Only airtight bins must be used to dispose of any cotton wool or items, which are saturated with chemicals or products to reduce fumes and vapours.
- 8.5.3 All chemicals and products must be kept tightly closed and stored away from heat, electrical wires, and areas where they are exposed to open flames.
- 8.5.4 All products and chemicals must be decanted in a safe area and with the appropriate equipment. All spills must be immediately cleaned.
- 8.5.5 All liquids and products must be disposed of in the correct manner and in a dry bin. Products must not be disposed of in a basin or down the drain.
- 8.5.6 Material Safety Data Sheets (MSDS) must be available for all hazardous chemicals held and/or used, including those used in the treatments of artificial nails and coatings.
- 8.5.7 A risk assessment on the storage, use and disposal of chemicals must be carried out in accordance with Health & Safety Regulations.
- 8.5.8 Nail Enhancements systems from different brands may not be mixed, using liquids and powders from different brands will not only result in an ineffective service, but could lead to a chemical reaction, causing heat spikes, and damage to the natural nails.
- 8.5.9 All liquids, chemicals and products must be used safely and according to manufacturer's instructions.
- 8.5.10 Overexposure to products and chemicals must be avoided at all times to prevent allergic reactions. The misuse of nail enhancement products leads to allergies.
- 8.5.11 The use of acrylic products containing Methyl methacrylate (MMA) is strictly prohibited.

8.6 Ventilation

- 8.6.1 For the safety of the Nail technician, clients and anyone working in any area or salon where nail enhancement services are performed, it is important to have suitable air filtering and extraction. This removes dust, vapours, and chemicals from the air. If there are no extraction systems in place, cross ventilation is compulsory.
- 8.6.2 Suitable dust and chemical filters should be fitted, and the equipment operated and maintained in good working order in accordance with manufacturer's instructions.

8.7 Safe Practices & Procedures.

- 8.7.1 Environment for service to be performed must be sterile, comfortable, and safe with the right equipment correctly used.
- 8.7.2 A nail desk should be approximately 75cm wide, to avoid the Nail Technician from stretching and sitting uncomfortably. Tabletop should be easy to clean and disinfect after each client
- 8.7.3 The chair should be gas lift to accommodate height of the table.
- 8.7.4 A chair must have the correct lumbar support to maintain good posture and limit injury to the Nail Technician.
- 8.7.5 Posture must be maintained at all times, the upper body needs to be square to the desk, and with the back straight, and only a slight tilt forward. Shoulders should be relaxed, and the neck should not be bent too much.
- 8.7.6 Workstation and equipment safety must take priority over image.
- 8.7.7 Dust collectors or an extraction system are compulsory especially with the use of an e-file. Filters to be changed and cleaned once a day.
- 8.7.8 A dust mask should be worn to prevent inhalation of finer dust particles that cannot be seen.
- 8.7.9 Tables to be lined with sheets of disposable paper towel, removed after each client, table to be disinfected and all dusty implants? removed and or disposed single use items.
- 8.7.10 Application of Nail Enhancements & Coatings
- 8.7.11 Application of Enhancements must be decided in consultation of client, according to nail plate durability.
- 8.7.12 Patch test to be conducted on clients that have a history of allergies.
- 8.7.13 Nail professionals are to work on healthy nails only.
- 8.7.14 Follow product house application protocol.

8.8 Removal of Nail Enhancements & Coatings

8.9 Soak off using acetone solvent, without causing damage to natural nail plate

- 8.9.1 Soak off according to manufacturer's directions.
(This would be mentioned in the specific treatment protocol)

8.10 Use of Electric files

- 8.10.1 Electric files may only be used on the surface of the artificial nail. The use of electric files on a client's natural nail is not allowed and should not be used to blend the artificial nail to the natural nail.
- 8.10.2 Electric files may only be used for the purpose they have been made for.
- 8.10.3 No hardware drills or electric files, which are not meant for use with artificial nail enhancements, may be used.

- 8.10.4 Only qualified Nail technicians who have had training in the use of electric files, and who are competent in their use, are allowed to use them.
- 8.10.5 All metal electric file bits must be sanitised the same as all other equipment.
- 8.10.6 Paper sanding bits must be discarded after each use.

8.11 Safety requirements for UV & LED Lamps

- 8.11.1 LED = Light emitting diode UV = Ultraviolet violet
- 8.11.2 Always cure gels for the amount of time recommended by the manufacturer.
- 8.11.3 The wattage of the lamp has no connection to the energy output, all 36 watts lamps are not the same.
- 8.11.4 Undercuring of products can cause allergies
- 8.11.5 Over curing can cause a heat spike, which in turn can cause the nail plate to move away from the nail bed.

9. NAIL TECHNICIAN SCOPE OF PRACTICE

There are two classifications of Nail Technicians.

Non-Qualified

Salon Assistance – SA

The Salon assistant is a person that assists a Nail Technician to perform routine tasks in the salon. They do NOT have any contact with the client.

Manicurist / Pedicurist – MP

A person able to perform a manicure and pedicure

Non-Qualified Nail Technician – NTnQ

Is a person that has no formal qualification. They perform all modules contained in the Qualification without formal qualification so awarded by a registered accredited provider.

Nail Technician Product Specific – NT-PS

A person that has no formal qualification and has only received brand specific training. They may operate within the scope of the brand, however they are not able to perform any other forms of services that are not specific to that brand, unless other training is obtained.

Qualified

Nail Technician – NT

Is a person that has obtained a Qualification from a registered accredited provider. They are able to perform all modules contained in the qualification Scope of practice .

The below mentioned treatments may be provided by the therapist that has undertaken training in the use of the treatments/devices and can show competency.

TREATMENT	Non-Qualified				Qualified
	SA	MP	NTnQ	NT-PS	NAIL TEC
*If training was attended and proof thereof provided					
# Should be motivated to attend training					
MANICURE AND PEDICURE					
Manicure		X*	X#	X*	X
Pedicure		X*	X#	X*	X
GEL					
Gel - overlay			X#	X*	X
Gel - overlay -Lengthening			X#	X*	X
* Tips			X#	X*	X
** Sculptures			X#	X*	X
Gel - Nail repair			X#	X*	X
Gel - Product removal			X#	X*	X
ACRYLIC					
<i>This includes UV curable acrylics</i>					
Acrylic- overlay			X#	X*	X
Acrylic- overlay -Lengthening			X#	X*	X
* Tips			X#	X*	X
** Sculptures			X#	X*	X
Acrylic - Nail repair			X#	X*	X
Acrylic - Product removal			X#	X*	X
FIBRE AND SILK					
<i>This includes treatments done with Gel, hybrid gels or UV curable acrylics</i>					
Fibre and Silk			X#	X*	X
- Nail repair			X#	X*	X
- Product removal.			X#	X*	X
HYBRID GEL - (GEL POLISH)					
Hybrid gel- overlay			X#	X*	X
Hybrid gel - Lengthening			X#	X*	X
* Tips			X#	X*	X
** Sculptures			X#	X*	X
ELECTRIC FILE					
					X*