



Basic Hand & Foot Nail Care Education Requirements & Competencies for HCAs

This document lays out the educational requirements & competencies for Health Care Assistants (HCAs) who are responsible for providing basic nail care to clients, either by assignment or delegation, but who did not obtain basic nail care knowledge and skill through their HCA program or a health authority/agency education program. This document is used at the health authority/agency’s direction.

Role & Responsibilities – British Columbia & Yukon

In order to provide basic nail care, HCAs must:

- Follow their health authority/agency’s policy/standards that supports their provision of basic nail care.
- Have the competency (knowledge, skill, ability) to perform basic nail care.
- Follow a health authority/agency approved HCA nail care procedure.

Each HCA is responsible for maintaining their competency in basic nail care.

Prerequisites

None

Learning Plan

The plan lays out the learning activities which need to be done for basic nail care knowledge acquisition and skill development as well as the resources available to support this learning.

Competency Checklist

The checklist consists of skills which need to be demonstrated to a Nurse Mentor to show basic nail care competency; knowledge acquisition is demonstrated by obtaining 100% on the quiz. The use of the Competency Checklist is determined by health authority/agency process.

Definitions

Client: generic term used to describe a recipient of care regardless of care setting; patient in the hospital, client in community; resident/person-in-care in long-term care.

Competencies: The specific knowledge, understandings, skills, values and judgments used by HCA in order to provide safe, proficient care for individuals in a variety of health care settings¹.

Health Care Assistant (HCA): A Care Aide in acute care, a Residential Care Aide in long-term care settings and Community Health Worker in community.

Nurse Mentor: A Clinical Nurse Educator, a Nurse Specialized in Wound, Ostomy & Continence (NSWOC), a Wound Clinician (WC), or a designated nurse (RN, RPN, LPN) competent in the skill being demonstrated.

References

1. British Columbia Health Care Assistant Program Provincial Curriculum 2023.
<https://www.cachwr.bc.ca/storage/2023/10/hca-core-competency-profile-april-2023>.

Document Management

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**Basic Hand & Foot Nail Care
Learning Plan for HCAs**

Learning Activity	Resources	Date Done
1. Review health authority/agency specific policies and procedures for basic nail care.	Discuss with your Nurse Mentor.	
2. Read the procedure for how to provide basic nail care.	Read/review the Basic Hand & Foot Nail: Procedure for HCAs.	
3. Complete the learning module: Basic Hand & Foot Nail Care – HCAs (approx. 10 mins).	The Learning Module is found on the: <input type="checkbox"/> Learning Hub <input type="checkbox"/> IHA I-Learn <input type="checkbox"/> Yukon Learning System	
4. Complete the Basic Nail Hand & Foot Module Quiz (100% is needed to successfully complete the course).	The quiz is part of the Learning Module (see above).	
5. Look in the client’s chart to find where to document the care provided.	Discuss with your Nurse Mentor.	
6. Find where the nail care equipment and supplies are kept on the unit/site.	Discuss with your Nurse Mentor.	
7. Check what is your unit/site’s process for cleaning and disinfecting the single-patient-use thumb clippers.	Discuss with your Nurse Mentor.	
8. As per health authority/agency process; with your Nurse Mentor, complete the Basic Hand & Foot Nail Care Competency Checklist.	See next page.	
9. Complete any additional competency validation or compliance requirements of the health authority/ agency.	Discuss with your Nurse Mentor.	

**Basic Hand & Foot Nail Care
Competency Checklist for HCAs**

	Date Met	Mentor's Initials
Knowledge		
Knowledge acquisition tested by the quiz (100% needed to complete the quiz).		
Skill		
1. Demonstrate setting up a safe workspace for the care activity.		
2. Demonstrate the correct technique for trimming nails		
3. Demonstrate the correct technique for filing nails.		
4. Demonstrate the correct cleaning, disinfecting and storage of the client-specific nail care equipment and supplies.		
5. Demonstrate appropriate charting of the care provided.		

Learner

Signature: _____ Print: _____

Nurse Mentor (to be signed off as per HA/agency process)

Signature: _____ Print: _____ Initials: ____

Learning Plan for Unmet Skills: