



NP/PA JOB DESCRIPTION

Position: NP/PA

Report To: Owner/Manager

Department: MedSpa

GENERAL SUMMARY

The Aesthetic NP/PA is responsible for providing aesthetic and wellness services not limited to all aspects of medical aesthetics, Wellness and Weight Loss, IV Hydration, Vitamin Injections, skincare, and all other medical treatments offered at Enchanted Medical Aesthetics that fall within a NP/PA scope of practice as defined by the Florida BON OR BOM.

CORE SCOPE OF POSITION

- Adheres to company and departmental policies and standard operating procedures and applicable governmental laws and regulations.
- Performs aesthetic procedures that meet the established guidelines for the type of service offering and that fulfill client expectations.
- Ability to perform 3 hours of aesthetic services consecutively.
- Provide consistent, professional medical aesthetic services and body treatments in accordance with spa protocols.
- Understands and uses universal precautions when providing services.
- Assesses contraindications of client that may prevent treatment from taking place.
- Maintains the highest level of product knowledge and has complete knowledge of all spa services presently offered.
- Recommends skincare products for home use.
- Performs all treatments on services' menu based on current certifications.
- Suggests to client other beneficial treatments offered in the spa.
- Understands the ingredients in products and explains the benefits to the clients.
- Answers clients' questions in a knowledgeable and professional manner.
- Begins and ends all appointments on time.
- Ensures all work areas are sanitized, disinfected and cleaned before and after each client.
- Reports any incidents or accidents to the Director/Manager/Supervisor.
- Performs all other duties/responsibilities as assigned.

RESPONSIBILITIES

- Maintain professional boundaries with clients and adhere to Privacy Policy/HIPAA compliance regarding client's personal and medical history.
- Add notes into Aesthetic Record either directly following appointments, in between appointments or by the end of the shift. By state law all visit must be documented within 24 hours of occurrence.
- Uphold the standards of hygiene, sanitation, disinfection and sterilization as directed by law and spa policies and procedures.



- Attend monthly spa team meetings and take part in ongoing spa trainings.
- Responsible for knowing the schedule, checking Aesthetic Record and/or calling into the spa within business hours.
- Handle all client's inquiries and concerns in a polite, professional manner.
- Perform prep work before each appointment, maintain cleanliness of workstation between appointments and restock with products, supplies, etc.
- Arrive 15 minutes prior to scheduled shift and clock in if applicable. Check in with the Front Desk upon arrival. Pick up client 5 minutes before their start time to go over their consultation form and to ensure the client receives their full treatment time.
- At the end of the treatment, recommendations for either future appointments and retail should be suggested. Educate clients about their spa experience and offer after care instructions for them to take home, if applicable.
- Properly care for equipment such as lasers, supplies, etc. and measure appropriate amounts of products to assist in maintaining overhead costs.
- End of shift duties involve cleaning your treatment room including the floor.
- Before leaving at the end of the shift, check out with the front-desk.
- Assist in all areas of the spa and outside of the job description as requested by spa management. This may include maintaining the overall look of the spa, restocking restrooms, refilling the water in the spa lounge, cleaning dirty glassware, sweeping the floor, dusting the shelves, reorganizing retail, etc.
- Be a team player; assist in cleaning the team break room, cleaning the countertops, sweeping the floor, cleaning out the refrigerator, restocking supplies, etc. If you see something out of place or dirty take the initiative to fix it. Take pride in working in the spa/salon and understand you may be assigned daily tasks outside of these job responsibilities to ensure the spa looks its best at all times.
- Communicate to the Owner/Manager with any and all occurrences involving team or clients that require attention.
- When calling in sick or need time off, it is your responsibility to call the office and have your clients rescheduled. You must also call/text the Owner/Manager letting them know the reason you are calling off. You must give the spa a 4-hour notice when calling off so clients can be notified in a timely manner.
- Maintain a constructive and positive attitude while in the workplace. Gossip and negative comments about the spa/salon, spa team and/or clients will not be tolerated. Make this an enjoyable environment to work in, treat everyone with respect, dignity and compassion, both verbally, via email and/or text.
- Cell phones are not allowed in the spa unless you are taking before/after photos to post to social media. You may use them in the team break room only and they must always be on silent.
- Always have the client sign a Photo and Video Release Form before taking photos/videos.
- Actively support the spa, be open minded and grow with the spa/salon as changes arise. Offer suggestions, feedback and input to enhance the spa and client's experience.

SUPERVISION

- Does not provide supervision to others
- Requires little to no supervision



EDUCATION/CERTIFICATION

- Must be a licensed
- Must possess an active NP or PA license from the State of Florida and adhere to local and state licensing laws and regulations

EXPERIENCE

- 1-3 years experience as an aesthetic NP/PA

KNOWLEDGE AND SKILLS

- Ability to explain various services to clients
- Must be comfortable with product recommendations
- Excellent customer service skills and work ethic
- Efficient, well organized and able to handle a variety of duties simultaneously
- Positive, energetic, enthusiastic and motivated
- Professional manner, discretion and appearance
- Excellent verbal and written skills
- Strong team player

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Must be able to sit, stand or kneel for extended periods of time
- Must be able to lift 25 lbs
- Must be flexible to work different shifts, evenings and holidays

I have read and understand the NP/PA Job Description at Enchanted Medical Aesthetics. By signing below I agree to its terms and any violation of this company policy may lead to disciplinary action up to and including termination. I have also received a copy and acknowledge that I am aware of the responsibilities and expectations of the position.

Aesthetic Registered Nurse

Date

Owner/Manager

Date