

Internship Manual



# **Internship Manual**

**Medical Nail Technician**

**MediNail Learning Center**

**Podiatrist Copy**

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## Internship Manual

### **To our Internship Podiatrist Partners,**

**Thank you for your willingness to perform this important portion of the Medical Nail Technician™ Program.**

You, the preceptor for this Internship are the most important part of the training for these professionals; you are providing a step up to their new career as a Medical Nail Technician and/or Podiatry Medical Assistant. Information from their didactic training is important but we believe the information must have hands-on support to ensure it achieves maximum value. These students will have displayable proof that they have had advanced training and the Internship is their last accomplishment before being awarded their Certificate of Completion. Please know that these professionals have worked hard and are excited about this portion of their Certification training and will highly appreciate that you are willing to have them in your office.

### **Medical Nail Technician™ (MNT)**

The Medical Nail Technician Program consists of three sections: the Medinail Advanced Nail Technologist Program, the Medical Nail Technician Program, and the Internship. The three together are training for Certification as a Medical Nail Technician. Exams are required for proof of learning.

The **Medical Nail Technician Certification™ Program** is online at [www.medinail.com](http://www.medinail.com) and consists of modules focusing on specific sections of information, such as Anatomy of the Feet, Dermatology of the Feet and Biomechanics of the Feet. All are important to supporting their work with a Podiatrist. This certification allows the CMNT to apply for the ACFAOM Clinical Podiatric Medical Assistant Certification through a reciprocity process approved by the Board of the American College of Foot and Ankle Orthopedics and Medicine Society.

After completing the program exams, the nail technician must complete a five day experience (or equivalent time) as an intern in a podiatry office under the supervision of a podiatrist. He/she is to observe or perform (whichever is appropriate) designated basic skills performed by an Assistant in a podiatry office. The Skill Log accompanies this Manual.

### **The Purpose of the Internship is:**

- 1) To internalize what has been studied within the Medical Nail Technician Program important to working in a podiatry practice.
- 2) To expose the Intern to the conditions of the feet of podiatry patients to aid him/her in making the decision of whether he/she would want to work full time in a podiatry office. It's best she make that decision now, before going to work in a practice.
- 3) To expose the students to the 12 skills on the sheet to experience skills involved in a podiatry office if the position includes assisting.
- 4) To observe/perform as many of the skills as possible during the 5 days/40 hours to prepare him/her for the next step of training for employment in a practice. We acknowledge the exposure is fully dependent on what patients come into the office, but hope as many as possible will be available to maximize their experience.

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5) To develop commitment for the student to working with podiatrists and to enhance the students compassion toward aiding persons who are suffering the damage and illnesses typical to a podiatry practice.

**NOTE:** This Internship is *not* designed to train the student without previous office experience to be ‘podiatry practice-ready.’ As a new employee, the MNT will learn the skills post Internship more quickly due to this five day training. This person will have a view of the position and use the Internship as a step up into a new career.

### **MNT Information**

The MNT that prefers not to work on the feet typical to a podiatry treatment will be prepared to work with the podiatrist as a cosmetic adjunct, performing routine foot care, safe pedicures and prosthetic toenails on practice patients. He/she is prepared to recognize needs the cosmetic patients may have and to refer them across the office to the podiatrist.

For more information about adding spa services to your practice, contact the Medinails office at 423-805-7966.

### **\$Cosmetic Foot Care by an MNTS**

The nail technicians coming into this career are usually highly experienced and motivated and are ready to step out of the salon and into a medical setting. Most already know how to perform the pedicures and gel toenails they will possibly do later in the practice. (Check for this finished skill while interviewing.) For that reason, they will not be performing these services during their Internship; the Internship is designed for them to be exposed to the podiatry skills that will support their learning process in the podiatry practice where they go to work, not to practice what they should already know how to do. The podiatrist they go to work for will be the one to benefit from the cash these services bring in through the use of their cosmetic skills and not their Internship mentor.

### **Paperwork**

You are provided an important piece of paperwork with this manual that must be scanned and emailed to [sherylmorgan59@gmail.com](mailto:sherylmorgan59@gmail.com) after the Internship to verify the student completed the Internship. *The technician will not get his/her Certificate(s) until the Skill Log and Evaluation Sheet are signed and in our office.* This Skill Log sheet is one page and is the listed services the Intern must be exposed to in the time in your office. Each item is initialed by the trainer after it is performed.

### **Orientation**

Interns that are brought into the treatment rooms immediately without an Orientation have no clue of the workings of the offices or the personal issues such as where the restroom is. At the end of the day these technicians are exhausted trying to figure out what they must do and where, and still don’t know where they fit in the situation. At the same time, he/she is standing around in the doctor’s way, and he is struggling also with the situation, ready to yell, ‘get out of my way!’ An Orientation from an office employee can ease the initial negatives and create a smooth initiation into the training process and can relieve much or all of the stress that might be involved for the student, the staff of the office and the podiatrist provider and the Internship can become a positive, even exciting process.

The podiatrist should take a few minutes with the student as early as possible to discuss both his/her and the Intern’s expectations.

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The Orientation should include, at minimum, where the bathroom is, where to keep personal things such as purse, coat, etc., introductions to and explanations as to what each person does in the office and where the autoclave and implements are. The drill (e-file, dremel, whatever your office calls it) should be demonstrated to familiarize the student to how it works – most already know the basics of using them but should be shown how the one in the office works. Any preliminary nuances to the workings of the office protocols should be discussed as much as possible. Please customize the Orientation format to your office's needs.

After the Orientation, we prefer the first skill the student learns is the in-take and exit protocols in the office and when appropriate, perform some of these important steps for the benefit of the practice.

### Internship Comments

**Some offices assign someone to keep this person involved** in the workings of the office and to prevent him/her standing around. Usually these students hate getting in every one's way and it makes them feel even more nervous and, even worse, it makes them feel worthless and unwelcome.

**Please consult the Skill Sheet early each day** so that if a client is appointed for a service that is listed on the sheet, the technician can be prepared to either watch, be instructed in the procedure, or perform the procedure, according to the decision of the podiatrist.

**The podiatrist or designated skill monitor must be present during treatments.** When the technician performs a service for the first-second time, a trainer must be present to guide and support his/her work; it's the safe thing to do. One technician said that the doctor would show her something new and then, every time, turn and walk out as soon as she sat down. At the end of the Internship, he had no reliable idea of her skills. An alternative would be allowing an experienced staff person to monitor a procedure. This skill would have been initially demonstrated and trained by the podiatrist; he can watch the first/second treatment and then the trained person from the staff can monitor the skill.

**After performing a treatment, patients are checked by the podiatrist or monitor.** After the treatment, the patient must be checked, no matter the treatment. Quickly, it becomes just a short check with the podiatrist performing any further treatment and giving the technician suggestions. This step is important because the podiatrist is ultimately responsible for his patient's care.

**These Interns are very nervous.** They can claim they are not; some even appear they are confident and ready to go. But give the inexperienced student a pair of toenail clippers to trim their first diabetic patient's toenail while you watch and **ALL** of them shake visibly. For that reason, we do not list treatments for them to learn that in-office trainees usually take weeks to learn... or should take that long. Those treatments are just to be observed as many times as possible for exposure. Please use your common sense in what you are training these novices to do if you choose to go beyond the designated Skill List.

Usually, by about the fourth day, the Interns are no longer shaking, are starting to develop confidence and are performing many of the simple skills on their own. But still, please do not expect anything of them that is beyond their scope of experience or abilities. It's dangerous, and unwise.

**Please provide assurance.** As in any student learning situation, the Intern learns more and quicker if he/she is told a good job has been performed per his/her expertise, and positive assurance is provided. Please complement

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new skills as they are learned. This is important. The most productive trainers will encourage their students and, thus, reduce their strain; quickly, they will gain quality skills.

**Please allow them time to eat/have a lunch break and other breaks.** The MNT Interns are used to working non-stop in salons and can match you in a one patient-after-another schedule. However, these new skills will be high stress for the Intern, sapping their energy. For that reason, they *must* have breaks to provide recovery time during these training days.

### The Skills

If you have further suggestions that are appropriate for addition to this Internship, we will appreciate your calling, emailing us or adding the information to the Log Sheet. We want this experience to be a maximized experience for the Interns as well as for the practice.

### After the Internship

After we receive your sign off on the Skill List, the Intern will receive his/ her Certification and then will be ready to move into further training in an office where he/she will be employed. He/she will not be podiatry office-ready without further training but will go to another level of training when employed. The final and high level training must be performed by the podiatrist they work for and you have prepared them for that final step into a new career.

**Please have a short interview with each Intern on their last day with suggestions on their further needs in the skills.** We suggest a mentor-type interview concerning his/her skills, with positives first and suggestions for needs last. A positive, instructive and pleasant exit interview will serve the Intern best. This leaves good feelings towards the experience and the industry with an excited professional eager to move forward in this career.

If you are interested in hiring the Intern, please speak directly to him/her of your interest.

Thank you for your interest in providing an Internship for our potential MNT. Again, it is an important component of their training that only you, a podiatrist, can provide and we appreciate your willingness to participate. For further questions, please call Dr. Robert Spalding, 423-805-7966.