

**BOARD OF REGENTS  
STATE OF IOWA  
REGENT MERIT SYSTEM**

**Class Title:** Esthetician

**Class Code:** 7213

**Pay Grade:** 408

**GENERAL CLASS DESCRIPTION:**

Under general supervision performs cosmetic skin care procedures and the related clerical functions, including scheduling, price quotes and coordinating the patient intake and clinic flow.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Perform acne treatments, cosmetic facials, body treatments, eyebrow tinting and waxing and product sales.
2. Under supervision of a physician, physician assistant, nurse practitioner or registered nurse, perform chemical peels, microdermabrasion, laser resurfacing, laser hair removal, photofacials, and photodynamic therapy with blue light.
3. Assist physician with Botox and filler injections.
4. Responsible for facilitating the smooth flow of patients through the clinic by interacting with patients, families and staff.
5. Assist in the clinic with physical examinations of patients and related treatments, including but not limited to: patient history, medication records, allergies and immunizations.
6. Manages internal and external medical records to ensure that accurate and complete data is available for patient appointments.
7. Performs related clerical tasks including answering phones, scheduling appointments and providing information to other departments.
8. Gives patients price quotes for procedures.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

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**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of medical records documentation requirements.
2. Knowledge of medical instruments and supplies.
3. Knowledge and ability to perform CPR and emergency care procedures.
4. Ability to maintain patient confidentiality.
5. Ability to maintain a courteous and respectful approach toward patients, visitors, and fellow staff members.
6. Ability to work safely and willingness to comply with special safety and health precautions including universal precautions.
7. Ability to provide care with regard to patient condition and age.
8. Ability to use supplies and equipment in a cost-efficient manner.
9. Ability to maintain personal appearance in accordance with dress code.
10. Ability to be punctual, dependable and flexible (so as to alter work schedule to meet unit/patient needs).
11. Ability to read and understand instructions and guidelines and to read data indicators.
12. Ability to maintain effective working relationships.

**MINIMUM ELIGIBILITY REQUIREMENTS:**

600 or more hours of training and education from a school approved by the Iowa Bureau of Professional Licensure and a current Iowa Esthetician's license.

**REVISION EFFECTIVE: April 1, 2009**