



Dear Child Life Intern Applicant:

Thank you for your interest in our Internship program. The internship packet includes a description of our Internship program, an application and information about our hospital.

We offer Internships three times a year: Spring, Summer, and Fall Semesters. The Internship is a full time 14 week, 560 hour program. Child Life Interns may be required to work a holiday depending on selected rotation. The intern will work some evenings and weekends as well.

The internship curriculum incorporates child life programming challenges and strategies to address current health care issues. Students are given opportunities to build independent professional skills, therapeutic group play supervision skills, and develop assessment and intervention skills with individual patients with varying diagnoses and diverse age populations.

Applications must be received by:

For Internship Starting:	Application Deadline (Received by):
January (Spring)	September 5
May (Summer)	January 5
September (Fall)	May 5

Qualified applicants will be contacted and a telephone interview arranged. You may be invited to come for a personal interview. Additional pertinent information will be provided upon acceptance.

Thank you for your interest in our program.

Sincerely,

Gloriane Kabat, CCLS
Director, Child Life and Education



Arkansas Children's Hospital Child Life & Education Department

Arkansas Children's Hospital Mission Statement:

In order to enhance, sustain, and restore health and development of children, Arkansas Children's Hospital provides excellent clinical services, teaching, and research. ACH is committed to working with others to achieve high quality, cost-effective, fully accessible services for Arkansas' most precious resource, our children, without regard to race, religion, or inability to pay.

Child Life and Education Mission Statement:

The Child Life and Education Department mission is to advocate for and assist in meeting the psychosocial needs of patients and families. The Child Life and Education staff enhance the psychological and emotional well-being of patients and families, through developmental and therapeutic activities, continued education, and preparation for medical events in both outpatient and inpatient areas.

Hospital Overview:

Arkansas Children's Hospital is a 292-bed acute-care pediatric hospital. Patients range in age from 0-21 years. Our regional burn center and heart center provide services for patients of all ages, as well.

Child Life and Education Overview:

The Child Life and Education Department was established in 1981 and currently has 6 playrooms, 1 teen activity room, and 2 classrooms. There are 16 Child Life Specialists, 4 School Teachers, 4.5 Patient Activities Specialists, 3 Artists in Residence a Director and Program Coordinator.

Internship Overview:

Arkansas Children's Hospital's Child Life and Education Department offers a full time 14-week Child Life Internship Program. The program is available for credit on an undergraduate level or non-credit for those with completed degrees. This program is designed to meet the individual learning needs and goals of its interns. These goals/needs will be met through various learning opportunities such as:

- A thorough orientation to the hospital and departmental policies and procedures
- Daily clinical interaction with patients and their families
- Seminars/classes related to Child Life
- Seminars with ancillary and medical staff
- Opportunities to attend patient care meetings
- Weekly, individual supervisory sessions using an evaluation tool based on the Standards of Clinical Practice established by the Child Life Council
- Wrap-up meetings

An intern will depart with skills in the following eight areas which are commonly used by a Child Life Specialist:

1. Admission orientation and assessment
2. Stress vulnerability assessment
3. Ongoing assessment/activities/interventions
4. Developmental enhancement
5. Psychological preparation prior to and during medical events
6. Post-procedural medical play
7. Family involvement
8. Supportive relationships

Rotations:

There will be several clinical rotations under the guidance and supervision of a Certified Child Life Specialist with 4000 hours of paid experience as required by the Child Life Council. Interns will be work some weekends, evenings, and holidays during their rotations.

Rotation Opportunities:

Days:

- Hematology/Oncology
- Ambulatory Surgery Center
- Burn/Infant Toddler
- Cardiovascular Intensive Care
- Neuroscience/Neurosurgery
- Heart Center
- Pediatric Intensive Care
- Orthopedics/General Surgery
- Rehab/Vent Unit
- Neonatal Intensive Care Unit (NICU)

Evenings/Weekends:

- Adolescent Medicine
- Emergency Department/ Neonatal Intensive Care Unit

Arkansas Children's Hospital
Child Life & Education Department
Components of the Child Life Internship

A Child Life Intern will complete the following during the course of the 14-week internship:

1. Complete new employee orientation outline within the first 2 weeks.
2. Complete 1 six week and 1 five week clinical rotation.
3. Complete a 2 week rotation in a clinical area that is not intensive.
4. Create goals at the beginning of each rotation.
5. Complete a reflective journal of experiences daily.
6. Complete assigned readings in a timely manner.
7. Complete a minimum of 1 Child Life Care plan per week.
8. Obtain nursing report, conduct bedside visits, facilitate group play sessions, and supervise volunteers.
9. Provide patients with medical play, preparation, and procedural support under the direct supervision of a Child Life Specialist.
10. Chart interventions under the direct supervision of a Child Life Specialist.
11. Complete one case presentation for each rotation decided jointly with Rotation supervisor.
12. Complete a project that will enhance the Child Life & Education Department. **All final projects must be completed two weeks prior to the completion of the internship.** Failure to complete final project will result in an incomplete grade or internship hours will not be validated.
13. Attend meetings and seminars to enhance professional development including Child Life & Education Departmental meetings, Grand Rounds, Trauma Rounds, Psychosocial Forum, etc.
14. Attend weekly meeting with rotation supervisor and internship supervisor.
15. Complete evaluations of rotation supervisor, internship supervisor, and overall internship experience.
16. Review journal articles applicable to diagnoses for each rotation.

**Arkansas Children's Hospital
Child Life & Education Department
Standards of Conduct for Interns**

1. Follow policies and procedures, fulfill clinical requirements, explore, learn, ask questions, develop appropriate job skills, and become a member of the team.
2. Maintain the appropriate role as a Child Life Intern ensuring that the intern is not involved in medical procedures or inappropriate roles.
3. Maintain objectivity and integrity when working with patients, families and staff.
4. Maintain professional boundaries at all times including working assigned shift only, keeping relationships professional, and establish appropriate closure with patients/families at the end of each rotation. Use integrity to assess and amend and personal relationships or situations that may interfere with your professional effectiveness, objectivity or otherwise negatively impact the children and families you serve. A minimum of two years following the conclusion of a professional role shall lapse before any personal relationship is permitted to develop with children or the members of the families you serve.
5. Maintain and respect the privacy of children and families and maintain confidentiality of information concerning the children and their families with whom you work.
6. Seek feedback and support especially when there are concerns about what is expected or appropriate for the role of a Child Life Intern.
7. Interns and Child Life and Education staff are not permitted to socialize during non-work hours, in order to maintain a professional supervisory relationship.

Application Process:

Application packet **must** include:

Application Check List

- ___ Completed application
- ___ 5 goals to be completed during an internship
- ___ 3 letters of reference
- ___ Official transcript(s) from college or university (Undergrad and Graduate)
- ___ Course work review from Child Life Council (www.childlife.org), which confirms completion of ten approved courses (Coursework reviews are not done by Child Life Counsel during the months of March, April, August and September)
- ___ Resume
- ___ Letter(s) verifying 100 volunteer/practicum hours

****Incomplete applications will not be considered****

Qualifications

Interpersonal Skills

Applicants must have well-developed communication skills and be able to build a positive trusting relationship with both children and adults. Adaptability and flexibility are essential qualities needed as well.

Academic

- Applicants must be a senior or a graduate of an accredited college or university.
- The applicant's curriculum should reflect courses that lead to an understanding of growth and development across the lifespan, family theories, cultural issues, basic activity skills, children in health care, death and dying issues, and medical terminology.
- A grade point average of at least 2.5 on a 4.0 scale is expected, with higher grades in major courses (Child Life, Child Development, Family Studies, etc.).
- To be accepted, applicants must have completed ten courses prior to beginning an internship, which meet the course work review for Child Life Certification. To receive course review contact Child Life Council at www.childlife.org or call 301-881-7090. There is a \$35 charge for course review.

Experience

Experience with children in an individual and group basis is required; experience with hospitalized children and families is preferred.

- Applicant must have 100 hours Volunteer/Practicum Experience

Arkansas Children's Hospital

**Child Life and Education Department
Internship Application**

Name:	Social Security Number:
Current Address:	Home Phone:
	Work Phone:
Home Address:	
	Email Address:
Emergency Contact:	
Name:	Phone:

Application for (circle one):	Spring	Summer	Fall
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University or College:	
Major:	Minor:
GPA:	Date of Graduation:
Are you completing this internship for credit?	
If yes, how many hours will you be receiving?	
Academic Supervisor:	
Department:	
Address:	
Phone:	

Are you a member of Child Life Council?

Have you ever been convicted of a felony?
If yes, please describe the nature of the offense and the punishment you received:

Number of Volunteer Hours: _____

Number of Practicum Hours: _____

Describe Volunteer/Practicum/Field Work Experience:

Describe any paid experience working with children:

Describe how you learned about Child Life and why you are attracted to the field:

Describe the importance of play in the hospital setting:

Describe your expectations of an internship and an internship supervisor:

Describe what qualities and skills will help you succeed at an internship:

What qualities/skills make you the most qualified applicant for an internship at Arkansas Children's Hospital?

What is your philosophy in working with children?

Completed application and packet should be mailed to the address below:

Internship Coordinator
Child Life & Education Department - Slot 804
800 Marshall Street
Little Rock, Arkansas 72202

Requirements Upon Acceptance:

Upon acceptance of an intern position, interns will be required to have:

- Clear TB skin test and Drug Screen
- Updated immunizations
- Clear Criminal Background Check
- Confidentiality agreement
- Signed internship agreement

Living Arrangements:

Living arrangements are the responsibility of the intern. If you would like more information on possible living arrangements, please feel free to contact the Child Life and Education Department. You may also contact Apartment Hunters at 1-800-664-2787 or www.apthunters-lr.com.

**ARKANSAS CHILDREN'S HOSPITAL
CHILD LIFE AND EDUCATION DEPARTMENT**

INTERNSHIP AGREEMENT

The following constitutes a Child Life and Education Internship agreement between _____ and Arkansas Children's Hospital.

1. Term of Agreement

The term of this agreement shall commence on _____, and shall continue in effect until _____. The agreement shall continue and remain in force until canceled by either party at anytime during that period, with or without cause, giving 48 hours notice to the other party.

2. Description of Internship Program

Arkansas Children's Hospital's Child Life and Education Department administers a full-time Child Life Internship Program. It is the intern's responsibility to check with the college or university of his or her choice regarding credits. ACH does not guarantee that credits will be acknowledged by all colleges. The program is designed to meet the individual learning goals and needs through various learning opportunities. Learning opportunities shall include:

- a. Orientation to departmental and hospital policies and procedures
- b. Daily clinical interactions with patients/families
- c. Classes/seminars related to Child Life activities
- d. Seminars and training with ancillary and medical staff
- e. Participation in discharge planning meetings
- f. Weekly individual supervisory sessions
- g. Evaluations based on the Standards of Clinical Practice established by the Child Life Council
- h. Completion of internship project

3. Internship Duration

The Child Life Internship shall extend for a period of fourteen (14) weeks. Completion of internship is dependent on the intern's ability to satisfactorily meet the requirements of the internship.

The parties hereby agree Arkansas Children's Hospital shall make internship assignments as it deems appropriate to meet the individual goals/needs of the intern.

4. Intern Academic Requirements

Interns must be a senior or graduate of an accredited college or university.

Intern's curriculum should reflect courses which lead to an understanding of growth and development, family theories, cultural issues, basic activity skills, children and health care, death and dying issues, and medical terminology.

Intern's grade point average must be a 2.5 on a 4 point scale.

5. Documentation

Interns must provide proof of current professional liability insurance coverage.

Interns must provide documentation that the following immunizations are up-to-date: measles, mumps, rubella (MMR), diphtheria/Tetanus (DT), and proof of TB screen within past twelve (12) months.

6. Intern Responsibilities

Interns in the Child Life Internship Program shall comply with all applicable Arkansas Children's Hospital policies and procedures. It shall be the responsibility of the Arkansas Children's Hospital to orient interns to these policies and procedures as may be necessary to perform under the supervision of Child Life and Education while rendering services in the course and scope of internship under this agreement.

Interns are responsible for his/her housing and transportation arrangements.

7. Physical Requirements

As an intern, the following physical requirements must be met:

- Able to stand for long periods of time
- Able to get on the floor to do activities with patients/families
- Able to push/pull 20 lbs
- Able to lift 30 lbs
- Able to work in a warm environment

8. Non-Discrimination

In accordance with applicable state and federal laws regarding discrimination, ACH will not discriminate based on race, color, creed, national origin, religion, sex, age or disability in selection of students for participation in the program or as to any aspect of the clinical experiences made available.

9. Confidentiality

In accordance with ACH policy, the intern will maintain confidentiality of all patient information obtained while participating in clinical activities.

10. Published Materials

Interns will obtain prior written approval from ACH before publishing any material related to learning experience provided under the terms of this agreement.

Agreed and Accepted

I hereby agree and accept the provisions outlined in this agreement. I understand that my acceptance into the internship program is in no way an employment agreement, nor a guarantee of employment upon completion of the fourteen (14) week program. No representative of the hospital has the authority to vary this arrangement. I also agree that nothing in the hospital's policies, rules, regulations or handbook changes this relationship, nor may it be construed as an employment contract. I have reviewed the requirements of the program and attest that I am able with or without accommodation to perform the essential functions of the intern duties.

Child Life Director	Intern Applicant
Signature:	Signature:
Date:	Date: