Dear Child Life Intern Applicant:

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

We offer internships two times per year: Winter/Spring and Fall Semesters. The internship is a full time, 15-week, 600 hour program. Child life interns may be assigned rotations that include evenings, weekends and holidays. The interns must be affiliated with a university. Please note that currently, we are unable to accept non-affiliated interns.

The internship curriculum incorporates child life programming challenges and strategies to address current health care issues. Students experience 2 six week rotations with one clinical supervisor per rotation. Interns are given opportunities to build independent professional skills, therapeutic group play supervision skills, and develop assessment and intervention skills with patients of diverse ages and varying diagnoses, including but not limited to: General Medical and Surgical units, Hematology/Oncology, Orthopedics, Neuroscience/Neurosurgery, Rehabilitation, and Intensive Care units (Cardiovascular, Neonatal, Pediatric, and Burn). For more information about specific diagnoses that are seen at Arkansas Children’s Hospital, please see the website at http://www.archildrens.org/Services/Child-Life-Education.aspx.

Applications must be postmarked by:

<table>
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<tr>
<th>For Internship Starting:</th>
<th>Application Deadline (Postmarked by):</th>
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<tbody>
<tr>
<td>January (Winter/Spring)</td>
<td>September 5</td>
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<td>September (Fall)</td>
<td>March 15</td>
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Selected qualified candidates will be contacted to arrange a telephone or in-person interview. The Child Life and Education Department follows the Child Life Council recommended internship deadlines. Selected candidates will receive more detailed information upon acceptance into the Intern Program.

Thank you for your interest in our program.

Sincerely,

Amelia Randag, CCLS
Child Life Internship Coordinator
Arkansas Children's Hospital Mission Statement:

We champion children, making them better today and healthier tomorrow.

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 370-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 10 playrooms, 3 teen activity rooms, and 2 classrooms. There are 15 child life specialists, 3 school teachers, 5 patient activity specialists, 2 artists-in-residence, 1 music therapist, 3 supervisors, a program coordinator, and a director.

Internship Overview:

Arkansas Children's Hospital, Child Life and Education Department, offers a full time 15-week child life internship program. The program is available for credit on an undergraduate or graduate level. 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:

1. Orientation to the hospital and departmental policies and procedures
2. Daily clinical interaction with patients and their families
3. In-services related to child life
4. In-services with ancillary and medical staff
5. Meetings and seminars to enhance professional development, including Child Life & Education departmental meetings, Grand Rounds, Trauma Rounds, Psychosocial Forum, etc.
6. Opportunities to attend patient care meetings
7. Reading journal articles applicable to diagnoses for each rotation

An intern should 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:

Interns will complete a 2 week orientation, two 6 week rotations, plus a 1 week rotation, under the guidance and supervision of a certified child life specialist. The child life specialist will have completed at least 4000 hours of paid experience, as required by the Child Life Council.
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 and establishing appropriate closure with patients/families at the end of each rotation. Use integrity to assess and amend 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 members of the families you serve.

5. Maintain and respect the privacy of children and families. 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.
SCOPE OF CHILD LIFE INTERNSHIP

Summary:
Child Life Internship will assist a student intern to develop skills in the area of child life; using child life, developmental, and family systems theoretical and direct practice concepts in an experiential and hands-on learning setting. The intern will utilize health care play, developmentally appropriate activities, volunteers, and educational materials to assist children and families in adjusting to the hospital environment. The intern will have weekly reviews with unit rotation CCLS and intern supervisor. The intern will receive mid-term and final evaluations which will encompass the competencies set-forth by the Child Life Council. The duration of the internship is 14 weeks, supervised by certified child life specialist with a minimum of 4000 paid child life specialist work hours.

Learning Experience 1
Assess patient’s psychosocial/developmental needs and facilitate therapeutic interventions

1. Obtain nursing reports to determine patient needs and prioritization
2. Coping assessment utilizing appropriate theories
3. Individual patient/family emotional support
4. Procedural and surgical preparation and support
5. Medical play based on assessed needs with independence by the end of the internship
6. Document interventions using SOAP and narrative formats under the direct supervision of child life specialist

Learning Experience 2
Provide age appropriate developmental diversionary activities in outpatient and inpatient areas

1. Involve patients and families in group activities
2. Ensure patients have developmentally appropriate activities at bedside or in outpatient setting
3. Normalize environment and routine

Learning Experience 3
Supervise and maintain activity/waiting room environment

1) Ensure that materials and supplies are available
2) Ensure the activity environment is conducive to play
3) Follow infection control guidelines
Learning Experience 4

**Working with Volunteers**

1) Orient volunteers
2) Enable volunteers to provide quality interactions with patients
3) Provide constructive feedback
4) Communicate with Volunteer Services and Internship Supervisor
5) Accept and acknowledge donations

Learning Experience 5

**Complete Educational Component of Internship**

1) Complete orientation checklist within first two weeks of internship
2) Complete competencies by completion of internship
3) Complete assigned readings
4) Create goals at the beginning of each rotation
5) Complete two five week clinical rotations, one week rotation in Ambulatory Surgery Center and one week rotation in the Emergency Department
6) Complete a reflective journal of experiences daily upon start of first rotation
7) Complete one case presentation for each 5 week orientation. Patient decided upon with rotation supervisor
8) Complete 1 departmental project which will enhance child life programming and services. The project must be completed two weeks prior to the completion of the internship
9) Visit outside agencies to gain an understanding of how psychosocial needs are met in other settings

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**Special Skills: (typing, data entry, word processing, etc.)**

Working knowledge of Microsoft Office preferred
Strong written and oral communication skills
Work with customers in a clear, understanding and professional manner on the phone and in person
Willingness to learn, take initiative, highly motivated
Ability to be open and receptive to feedback
Adapt easily and is flexible to varying job responsibilities

**Intern Placement Environment**

As an intern, the following physical requirements must be met:
- Able to stand for long periods of time to provide child life services during patient procedures, etc.
- Able to get on the floor to do activities with patients/families
- Able to push/pull 20 lbs. in order to transport patients to/from activities, special events, etc.
- Able to lift 30 lbs.
- Able to work in a warm environment to provide patient care interventions during treatments and take patients outside as needed
*Individuals with special needs will be evaluated and accommodation will be made based on the hospital’s ability to provide the accommodations.*

Internship Eligibility Requirements

**Education:**

Interns must be university affiliated as a senior or graduate of an accredited college or university in the field of Child Life, Child Development, or related field

Successfully completed child life coursework inclusive of the 6 applied areas of study, as required by the Child Life Council

Completed the academic course work portion of the CLC eligibility assessment

Completion of a child life course taught by a certified child life specialist

Intern’s grade point average must be a 3.0 on a 4 point scale prior to application submission

**Experience:**

100 hours of experience with well infants, children, youth and/or families

100 hours of experience with infants, children, youth and/or families in stressful situations, health care settings and/or programs designed for children with special needs

**Certificates, Licenses, Registrations:**

License not required as a student/intern

Child Life Council membership preferred
Application Process:

Application must include the following:

___ Completed Common Child Life Internship Application (please see the CLC website)

___ Applicant’s Internship Qualities and Expectations (see attached)

___ Official transcript(s) from all colleges or universities attended (undergrad and graduate)

___ Eligibility Assessment from Child Life Council with 10 completed and approved courses (please see the CLC website)

___ Proof of taking a child life course taught by a certified child life specialist

___ Letter(s) verifying 100 volunteer/practicum/work hours experience with children in an individual and/or group setting – completed prior to application

___ 3 Professional Letters of Recommendation – separate from verification letters for volunteer/practicum/work hours.

**Incomplete applications will not be considered**

Requirements upon Acceptance:
Upon acceptance of an intern position, interns will be required to:

· Clear Employee Health which includes:
  · 2 TB skin tests
  · Updated immunizations
  · Flu Vaccination for Fall/Spring Interns
  · All interns are screened for drug and nicotine use.

· Clear Human Resources Requirements which includes:
  · 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 apartments in Little Rock, you may contact Apartment Hunters at 1-800-664-2787 or
www.apthunters-lr.com. Economical, nearby, fully furnished housing is also available at University of Arkansas for Medical Sciences Student housing: http://studentlife.uams.edu/housing/guest-housing-2/guest-application-procedures/.
Arkansas Children’s Hospital
Child Life and Education Department
Internship Application

1. Why are you interested in completing your internship at Arkansas Children’s Hospital?

   

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

   

3. Describe your expectations of an internship and an internship supervisor:

   

4. What are your 5 goals to be completed during your internship?

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

6. I have read the Standards of Conduct for Interns and agree to comply:  ___Yes ___ No

7. I have read the Internship Job Description and agree to the contents:  ___Yes ___ No

I have read all of the information provided in the internship packet and understand all the requirements included. All information in this application is complete and accurate to the best of my abilities.

______________________________________  __________________
Intern Applicant Signature     Date

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

Internship Coordinator
Child Life & Education Department - Slot 804
1 Children’s Way
Little Rock, Arkansas 72202