Dear Child Life Practicum Applicant:

Thank you for your interest in our Practicum program. We are pleased to send you an application packet. This packet includes a description of our Practicum program, an application, a background check consent form and information about our hospital.

We offer a Practicum three times a year: Spring, Summer, and Fall Semesters. The Practicum is a 12 week, 120 hour program. Child Life Practicum students may be assigned rotations that include evenings, weekends and holidays. Practicum students must be affiliated with a university. Please note that currently, we are unable to accept non-affiliated students.

The Practicum curriculum incorporates Child Life programming challenges and strategies to address current health care issues. Benefits to the students are opportunities to observe hospitalized children and youth, increased comfort with hospital environment, increased practical knowledge of child life, and access to in-service training.

Please return completed application by:

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<tr>
<th>For Practicum Starting:</th>
<th>Application Deadline:</th>
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<tr>
<td>January (Spring)</td>
<td>October 31</td>
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<tr>
<td>June (Summer)</td>
<td>March 31</td>
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<tr>
<td>September (Fall)</td>
<td>June 30</td>
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Qualified applicants will be contacted and a telephone interview arranged. Additional pertinent information will be provided upon acceptance.

Thank you for your interest in our program.

Sincerely,

Esther Pipkin, MS, CCLS
Child Life Practicum Coordinator
Arkansas Children’s Hospital  
Child Life and Education Department  
Practicum Application

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<tr>
<th>Name:</th>
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<td>Current Address:</td>
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<td>Work Phone:</td>
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<td>Home Address:</td>
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<td>Emergency Contact:</td>
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Application for (circle one): Spring  Summer  Fall

University or College:  
Major:  Minor:  
GPA:  Date of Graduation:  
Are you completing this practicum 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:
Arkansas Children’s Hospital
Child Life & Education Department
Practicum Information Packet

Arkansas Children's Hospital Mission Statement:

To improve children’s health by providing integrated PREP: Patient Care, Research, Education and Prevention.

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 room, and 2 classrooms. There are 15 Child Life Specialists, 3 School Teachers, 5 Patient Activity Specialists, 2 Artists-in-Residence, 1 Music Therapist, 3 Child Life Supervisors, a Director, and a Program Coordinator.

Practicum Overview:

Arkansas Children's Hospital's Child Life and Education Department offers a 12-week Child Life Practicum. Practicum students must be at a sophomore level in college or beyond. Students must complete a minimum of (2) five hour-rotations per week. This program is designed to meet the individual learning needs and goals of its practicum students. These goals/needs will be met through various learning opportunities such as:

- Become familiar with the child life profession.
- Develops communication skills with children/families in the health care setting, as well as with other health care professionals.
- Recognizes and understands children’s/adolescent’s reactions to stress, illness, and pain.
- Recognizes the value of play and psychosocially supportive interventions.
- Learns to plan and facilitate a variety of activities for groups of children of diverse ages and capabilities, as well as for individual children or teens and practices these skills in activity centers and at bedside.
- Gains knowledge of medical terminology, diagnoses, and procedures.
- Sets goals for learning and evaluates own performance.
- Begins to develop professional attitudes, growth, maturity, and judgment by functioning as a member of the health care team.

**Rotations:**

There will be several clinical rotations under the guidance and supervision of a Patient Activity Specialist and Child Life Specialist. Child Life Practicum students may be assigned rotations that include evenings, weekends and holidays. Practicum students will complete 3 four week rotations. The first rotation will be based out of the activity areas and supervised by the Patient Activity Specialists. Second and third rotation the student will be assigned to a specific area and supervised by a Child Life Specialist.

**Rotation Opportunities:**

The Child Life and Education department offers a variety of rotation opportunities. Rotations are determined each practicum session. For more information about specific diagnoses that are seen at Arkansas Children’s Hospital, please see the website at [http://www.archildrens.org/Services.aspx](http://www.archildrens.org/Services.aspx).

Practicums are offered three times yearly, beginning in January, June, and September. See below for deadline dates.

<table>
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<th>For Practicums Starting:</th>
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<td>September</td>
<td>June 30</td>
<td>August 1</td>
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**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 sophomore or beyond 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 and family theories.
Experience:

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

Requirements:

All Practicum students will be required to complete:

- Practicum student application
- Criminal background check
- TB test
- Attend Volunteer Orientation
- Must be affiliated with a university

Application Process:

Application packet must include:

- Completed application
- 3 letters of reference (2 Academic Advisor, Professors, Employer, no more than 1 personal reference)
- Resume
- Signed consent for background investigation

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

Practicum Coordinator
Child Life & Education Department - Slot 804
1 Children’s Way
Little Rock, Arkansas 72202
**STUDENT INFORMATION**

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<th>First Name</th>
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<th>SSN#</th>
<th>Driver’s License #</th>
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**Email address:**

*Please Note: Date of Birth, Social Security is used for the sole purpose of completing the background check. This information is maintained in a confidential Student file maintained by ACH Volunteer Services. Medical History and Immunization records are maintained in a confidential Student file in Employee Health Services.*

**PRINT LEGIBLY –**
Arkansas Children’s Hospital (the “Company”) may request, for lawful employment purposes, background information about you from a consumer reporting agency in connection with your employment or application for employment (including independent contractor assignments, as applicable). This background information may be obtained in the form of consumer reports and/or investigative consumer reports (commonly known as “background reports”). These background reports may be obtained at any time after receipt of your authorization and, if you are hired or engaged by the Company, throughout your employment or your contract period.

HireRight, Inc., or another consumer reporting agency, will prepare or assemble the background reports for the Company. HireRight, Inc. is located and can be contacted by mail at 5151 California, Irvine, CA 92617, and HireRight can be contacted by phone at (800) 400-2761.

The types of information that may be obtained include, but are not limited to: social security number verifications; address history; criminal records and history; public court records; driving records; accident history; worker’s compensation claims; bankruptcy filings; educational history verifications (e.g., dates of attendance, degrees obtained); employment history verifications (e.g., dates of employment, salary information, reasons for termination, etc.); personal and professional references checks; professional licensing and certification checks; drug/alcohol testing results, and drug/alcohol history in violation of law and/or company policy; and other information bearing on your character, general reputation, personal characteristics, mode of living and credit standing.

This information may be obtained from private and public record sources, including, as appropriate: government agencies and courthouses; educational institutions; former employers; personal interviews with sources such as neighbors, friends and associates; and other information sources. If the Company should obtain information bearing on your credit worthiness, credit standing or credit capacity for reasons other than as required by law, then the Company will use such credit information to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being evaluated.

You may request more information about the nature and scope of any investigative consumer reports by contacting the Company. A summary of your rights under the Fair Credit Reporting Act is also being provided to you.

ADDITIONAL STATE LAW NOTICES

If you are a California, Maine, Massachusetts, New York or Washington State applicant, employee or contractor, please also note:

CALIFORNIA: Pursuant to section 1786.22 of the California Civil Code, you may view the file maintained on you by HireRight during normal business hours. You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication services, by appearing at HireRight’s offices in person, during normal business hours and on reasonable notice, or by mail. You may also receive a summary of the file by telephone, upon submitting proper identification. HireRight has trained personnel available to explain your file to you, including any coded information. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification.
MAINE: You have the right, upon request, to be informed of whether an investigative consumer report was requested, and if one was requested, the name and address of the consumer reporting agency furnishing the report. You may request and receive from the Company, within five business days of our receipt of your request, the name, address and telephone number of the nearest unit designated to handle inquiries for the consumer reporting agency issuing an investigative consumer report concerning you. You also have the right, under Maine law, to request and promptly receive from all such agencies copies of any such reports.

MASSACHUSETTS: If we request an investigative consumer report, you have the right, upon written request, to a copy of the report.

NEW YORK: You have the right, upon request, to be informed of whether or not a consumer report was requested. If a consumer report is requested, you will be provided with the name and address of the consumer reporting agency furnishing the report. You may inspect and receive a copy of the report by contacting that agency. Attached below is additional information about New York law.

WASHINGTON STATE: If the Company requests an investigative consumer report, you have the right, upon written request made within a reasonable period of time after your receipt of this disclosure, to receive from the Company a complete and accurate disclosure of the nature and scope of the investigation requested by the Company. You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

Authorization of Background Investigation

I have carefully read and understand this Disclosure and Authorization form and the attached summary of rights under the Fair Credit Reporting Act. By my signature below, I consent to preparation of background reports by a consumer reporting agency such as HireRight, Inc., and to the release of such background reports to the Company and its designated representatives and agents, for the purpose of assisting the Company in making a determination as to my eligibility for employment (including independent contractor assignments, as applicable), promotion, retention or for other lawful employment purposes. I understand that if the Company hires me or contracts for my services, my consent will apply, and the Company may obtain background reports, throughout my employment or contract period.

I understand that information contained in my employment or contractor application, or otherwise disclosed by me before or during my employment or contract assignment, if any, may be used for the purpose of obtaining and evaluating background reports on me. I also understand that nothing herein shall be construed as an offer of employment or contract for services.

I hereby authorize law enforcement agencies, learning institutions (including public and private schools and universities), information service bureaus, credit bureaus, record/data repositories, courts (federal, state and local), motor vehicle records agencies, my past or present employers, the military, and other individuals and sources to furnish any and all information on me that is requested by the consumer reporting agency.

By my signature below, I also certify the information I provided on and in connection with this form is true, accurate and complete. I agree that this form in original, faxed, photocopied or electronic (including electronically signed) form, will be valid for any background reports that may be requested by or on behalf of the Company.
□ California, Minnesota or Oklahoma applicants only:  Please check this box if you would like to receive (whenever you have such right under the applicable state law) a copy of your background report if one is obtained on you by the Company.

Applicant Last Name _______________________ First _________________ Middle _____________
Applicant Signature ________________________________ Date____________________

NEW YORK CORRECTION LAW
ARTICLE 23-A

LICENSE AND EMPLOYMENT OF PERSONS PREVIOUSLY CONVICTED OF ONE OR MORE CRIMINAL OFFENSES

Section 750. Definitions.

751. Applicability.

752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.

753. Factors to be considered concerning a previous criminal conviction; presumption.

754. Written statement upon denial of license or employment.

755. Enforcement.

§750. Definitions. For the purposes of this article, the following terms shall have the following meanings:

(1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission.

(2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.

(3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.

(4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.

(5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.
§751. Applicability. The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

§752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited. No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

(1) There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or

(2) the issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

§753. Factors to be considered concerning a previous criminal conviction; presumption.

1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:

(a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.

(b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.

(c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.

(d) The time which has elapsed since the occurrence of the criminal offense or offenses.

(e) The age of the person at the time of occurrence of the criminal offense or offenses.

(f) The seriousness of the offense or offenses.

(g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.

(h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.
2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

§754. Written statement upon denial of license or employment. At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

§755. Enforcement.

1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.

2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.
This Student Placement Agreement ("Agreement") is made this ____ day of _____, 20___, between
____________________________________ ("Student") and Arkansas Children's Hospital ("Student").

In consideration of the mutual obligations set forth herein, and without the exchange of any monetary
compensation, the parties agree that consideration for this Agreement is sufficient, and hereby agree to the following
terms and conditions:

A. PURPOSE:

(1) The purpose of the agreement is to establish a relationship between the Facility and the Student to enable a
clinical/educational learning experience for students at Facility’s site that may qualify for University
academic credit as determined by the University.

B. GENERAL UNDERSTANDING:

(1) Clinical learning experience is defined as Student-offered, non-didactic instruction and may include hands-
on and observational experiences in patient care and non-patient care areas.

(2) The clinical learning experiences to be provided will be of such content and cover such periods of time as
may from time to time be mutually agreed upon by the University and Student. The starting and ending
date for each practicum placement shall be agreed upon at least one month before the program commences.

(3) The number of students designated for participation in a clinical learning experience, their academic level,
the time and length of the learning experience, and the availability of learning opportunities will be
mutually determined by agreement of the parties in advance of the practicum assignment.

(4) All student participants must be acceptable to the Facility and may be withdrawn from the Facility’s
practicum program based upon perceived lack of competency on the part of the student, the student’s
failure to comply with the rules and policies of the Student or the University, or for any other reason where
either party reasonably believes it is not in the best interest of the program for the student to continue.

C. MUTUAL RESPONSIBILITIES:

(1) The parties will work together to maintain an environment of quality clinical learning experiences and
quality patient care. At the instance of either party, a meeting or conference will be promptly held between
the University and Student representatives to resolve any problems, evaluate and improve teaching
methods, propose changes in curriculum design, or develop any improvements in the operation of the
contemplated clinical experience.

(2) Unless sooner terminated as provided herein, the term of the agreement for clinical training shall be
__________, commencing on ______________[date]. Either party may cancel this Agreement only after
written notice to the other party of that intent. Written notice of the intent not to cancel this agreement shall
be made not less than seven (7) days prior to the beginning of the next scheduled learning experience.

(3) There shall be no discrimination on the basis of race, national origin, religion, creed, sex, age, disability, or
sexual orientation in either the selection of students for participation in the program, or as to any aspect of
the clinical learning experience; provided, however, that with respect to disability, the disability must not be such as would, even with reasonable accommodation, in and of itself preclude the student's effective participation in the program.

D. FACILITY RESPONSIBILITIES:

(1) The Facility will retain responsibility for the care of patients and will maintain administrative and professional supervision of students insofar as their presence and program assignments affect the operation of the Student and its care, direct and indirect, of patients.

(2) The Facility will permit participation in patient care by the student and or other activities in order to accomplish the proposed objectives of the clinical learning experience.

(3) The Facility will refrain from the practice of using students in lieu of professional or non-professional staff.

(4) The Facility will provide adequate clinical facilities for participating students in accordance with the clinical objectives included would be such facilities as library, cafeteria, parking, and dressing rooms.

(5) The Facility will use its best efforts to make conference space and classrooms available as may be necessary for teaching and planning activities in connection with clinical learning experience.

(6) The Facility will, where possible, provide emergency care to students in case of accident or illness while in the Student.

(7) All medical or health care (emergency or otherwise) that a student receives at the Student will be at the expense of the individual involved.

E. STUDENT RESPONSIBILITIES:

(1) The Facility will provide students an ACH-issued identification badge which must be worn at all times in the Facility.

(2) Students will comply with the Facility's rules, regulations, administrative policies, and procedures.

(3) Students will report on time and follow all established regulations during the regularly scheduled operating hours of the Facility.

(4) To conform to the standards and practices established by the Facility while training at the Facility, including Standards of Conduct for Practicum Students:

   a) Follow policies and procedures, fulfill clinical requirements, explore, learn, ask questions, develop appropriate job skills, and become a member of the team.
   b) Maintain the appropriate role as a child life intern, ensuring that the intern is not involved in medical procedures or inappropriate roles.
   c) Maintain objectivity and integrity when working with patients, families and staff.
   d) 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 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 members of the families you serve.
   e) Maintain and respect the privacy of children and families. Maintain confidentiality of information concerning the children and their families with whom you work.
   f) Seek feedback and support especially when there are concerns about what is expected or appropriate for the role of a child life intern.
   g) Interns and Child Life and Education staff are discouraged from socializing during non-work hours, in order to maintain a professional supervisory relationship.

(5) Students will keep in confidence all medical and health information pertaining to Facility's patients.
(6) The Facility will stipulate the appropriate dress to be worn by students while in the Facility.

(7) The Student shall be up-to-date with the following infectious disease immunizations/screens prior to beginning their practicum rotation in patient care areas of the Facilities:
   
   a) Influenza, measles, mumps, rubella (MMR), diphtheria-tetanus (DT), tuberculosis testing or X-ray, varicella vaccine or history of disease.
   
   b) Documentation of immunization status will be presented to ACH Employee Health Services prior to the start of the student’s practicum rotation.
   
   c) Students who have been granted a medical or religious exemption will be required to comply with Facility procedures as outlined for infection control and may be limited in clinical placements due to risk to patients or the student.

(8) The Student understands Facility is a drug-free workplace.

(9) The Facility shall ensure students complete a background check prior to beginning their practicum rotation in the Facility. The background check will be at the Facility’s Documentation of background check compliance will be documented BY ACH Volunteer Services prior to the start of the student’s practicum rotation.

(10) Student understands they shall complete an orientation program presented by ACH Volunteer Services period to the start of the practicum rotations.

F. HIPAA RESPONSIBILITIES:

(1) The federal HIPAA regulations govern the use and disclosure of Protected Health Information of an individual. It is the intent of the parties to comply with the applicable requirements of the HIPAA regulations in connection with this Agreement.

(2) During the time that the Student is at the Facility and receiving clinical training involving Protected Health Information, the student may use and disclose Protected Health Information of the Facility consistent with the HIPAA regulations for clinical teaching purposes of the Student as anticipated by this Agreement.

In witness whereof, the parties hereto have caused this Agreement to be executed by as of the day, month and year as stated in the first paragraph of this Agreement.

APPROVED AND ACCEPTED FOR
ARKANSAS CHILDREN’S HOSPITAL

By: _________________________________    By: _________________________________
Printed: _______________________________    Printed: _______________________________
Title: ___________________   Title: _________________________________
Date: _______________________________     Date: _________________________________