



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 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, Emergency Department, 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 our website.

Applications must be postmarked by:

<b>For Internship Starting:</b>	<b>Application Deadline (Postmarked by):</b>
January (Winter/Spring)	September 5
September (Fall)	March 15

Selected qualified candidates will be contacted to arrange a telephone interview. The Child Life and Education Department follows the Accreditation of Child Life Professionals 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 Child Life & Education Department**

### **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 (ACH) is a pediatric hospital with a Level I Trauma Center, that's located in Little Rock, Arkansas. It is among the largest pediatric hospitals in the United States and serves children from birth to age 21. ACH is affiliated with the University of Arkansas for Medical Sciences and is a teaching hospital with the UAMS College of Medicine's Department of Pediatrics. ACH staff consists of more than 505 physicians, 200 residents and 4,400 support staff. The hospital includes 336 beds and offers three intensive care units. The campus spans 36 city blocks and has a floor space of over 2,000,000 square feet.

### **Child Life and Education Overview:**

The Child Life and Education Department was established in 1981 and currently has 8 playrooms, 3 teen activity rooms, and 1 classroom. There are 16 full-time child life specialists, 3 hospital school teachers, 3 patient activity specialists, 2 artists-in-residence, 1 music therapist, 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 Accreditation of Child Life Professionals.



## **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 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.
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.



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

### SCOPE OF CHILD LIFE INTERNSHIP

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#### 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 Accreditation of Child Life Professionals. The duration of the internship is 15 weeks, supervised by certified child life specialist with a minimum of 4000 paid child life specialist work hours.

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#### 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

##### **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 accommodations will be made based on the hospital's ability to provide the accommodations.***

## **Evidence of internship eligibility requirements must be complete and submitted with application.**

### **Education:**

University affiliation as a senior or graduate of an accredited college or university in the field of child life, child development, or related field

Child life coursework inclusive of 10 classes in the 6 applied areas of study, as required by the Accreditation of Child Life Professionals (will accept Course In-Progress Forms

Academic course work portion of the ACLP eligibility assessment, including the child life course taught by a certified child life specialist on the Child Life Course Verification Form. **The child life course must be completed prior to application submission.**

Cumulative grade point average of a 3.0 on a 4 point scale

### **Experience:**

A minimum of 100 hours work or volunteer experience with well infants, children, youth and/or families

A minimum of 100 practicum hours under the supervision of a certified child life specialist. **Practicum must be completed by the internship application date.**

### **Application must include the following:**

\_\_\_ Resume and Cover Letter

\_\_\_ Completed Common Child Life Internship Application (please see the ACLP website)

\_\_\_ Internship Application Agreement

\_\_\_ Official/Unofficial transcript(s) from all colleges or universities attended (undergrad and graduate)

\_\_\_ Eligibility Assessment (please see the ACLP website) with 10 courses (completed before internship start date with in-progress forms)

\_\_\_ Child Life Course Verification Form (please see the ACLP website) as **proof of completion** of a child life course taught by a certified child life specialist. **The Course in Progress Form will not be accepted.**

\_\_\_ Verification of Related Experience Hours form (please see the ACLP website) verifying a minimum of 100 hours work or volunteer experience with well infants, children, youth and/or families

\_\_\_ Verification of Child Life Practicum Experience Hours form (please see the ACLP website) verifying a minimum of 100 **completed** practicum hours under the supervision of a certified child life specialist. **The Practicum in Progress Form will not be accepted.**

\_\_\_ 3 Professional Recommendations separate from verification letters for volunteer/practicum/work hours. The Common Recommendation Form is preferred.

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

### **Requirements upon Acceptance:**

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

- Clear Occupational 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](http://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 Agreement**

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

1. I have read the Standards of Conduct for Interns and agree to comply: \_\_\_Yes \_\_\_ No
2. 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