Division of Child Life and Integrative Care

Child Life Internship Manual
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**Internship Description**

Cincinnati Children's Hospital Medical Center is a 540-bed freestanding children's hospital. We are affiliated with the University of Cincinnati School of Medicine and School of Health and Nursing Science. Observation, Volunteer Practicum and Internship Experiences in the Division of Child Life are available.

The 16 week internship features experiential learning. The first week includes an orientation to our medical center campus and the Division of Child Life and Integrative Care. The 640 hour (40 hour/week) commitment will be divided into rotations giving interns experience with all ages: infants, toddlers, pre-school, school-age children, and adolescents. In varied clinical areas interns will have the opportunity to spend time planning developmentally appropriate activities for hospitalized children, assisting in supervision of activity centers, providing 1:1 interventions, participating in preparation for and support during procedures and treatments, and conducting medical play sessions, all under the supervision of Certified Child Life Specialists. Interns will also have the opportunity to experience a variety of specialty areas.

The Division of Child Life and Integrative Care has responsibilities for patient care 365 days a year with morning, afternoon, and evening programs. Intern schedules at CCHMC will vary and will require some weekend commitments.

Internship format is as follows:

<table>
<thead>
<tr>
<th>Week 1-2</th>
<th><strong>Orientation</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Weeks 3-7</td>
<td><strong>Foundational Rotation</strong></td>
</tr>
<tr>
<td></td>
<td>• May be Inpatient or Outpatient Assignment</td>
</tr>
<tr>
<td></td>
<td>• Focused on Introduction and Practice of basic CL competencies</td>
</tr>
<tr>
<td>Weeks 8,9</td>
<td><strong>Enrichment Rotation</strong></td>
</tr>
<tr>
<td></td>
<td>• In summer, 1 week at Camp Flying Horse Farms will be provided.</td>
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<td></td>
<td>• Interns may use additional time for mini-rotations in areas of special interest.</td>
</tr>
<tr>
<td>Weeks 10-16</td>
<td><strong>Professional Development Rotation</strong></td>
</tr>
<tr>
<td></td>
<td>• May be Inpatient, Outpatient, or Critical Care Assignment.</td>
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<tr>
<td></td>
<td>• Focused on practice and mastery of advanced CL competencies.</td>
</tr>
<tr>
<td></td>
<td><strong>Concentrated Activity Center observation and practice</strong></td>
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<td></td>
<td>• A total of six sessions to be assigned individually.</td>
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Application Deadlines

CCHMC follows guidelines set forth by the Association of Child Life Professionals for receipt of application materials.

Official dates may be confirmed by the ACLP: http://www.childlife.org/StudentsInternsEducators/InternshipCoordinators/InternshipDeadlines.cfm

Guideline for dates is as follows:

<table>
<thead>
<tr>
<th>Internship Session</th>
<th>Application Deadlines</th>
<th>Initial Offer Dates</th>
<th>Acceptance Dates</th>
<th>2nd Offer Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter/Spring</td>
<td>September 5</td>
<td>2nd Tuesday of October</td>
<td>Following Wednesday</td>
<td>Following Thursday</td>
</tr>
<tr>
<td>Summer</td>
<td>January 5</td>
<td>2nd Tuesday of February</td>
<td>Following Wednesday</td>
<td>Following Thursday</td>
</tr>
<tr>
<td>Fall</td>
<td>March 15</td>
<td>1st Tuesday of May</td>
<td>Following Wednesday</td>
<td>Following Thursday</td>
</tr>
</tbody>
</table>
PHILOSOPHY AND PROGRAM DESCRIPTION

Mission Statement

As a team of healthcare professionals, we are a compassionate presence providing outstanding patient and family-centered holistic care. We are dedicated to providing evidence-based developmental, cognitive, emotional, physical, spiritual and psychosocial support in order to optimize healing and wellness for patients and families.
Goals and Objectives for Internship

1. To become familiar with the Child Life profession, along with the Child Life Program at Cincinnati Children’s Hospital Medical Center.
2. To gain an understanding of the impact of health care encounters on the emotional and developmental needs of children.
3. To have the opportunity to interact with patients on a one-to-one basis and in group situations.
4. To provide an accepting, non-threatening environment to promote healthy interactions between child, staff and family.
5. To become acquainted with the needs of patients in health care and recognize creative, flexible programming in meeting these needs.
6. To be an advocate for patients and families in their interaction with the health care system.
7. To prepare patients for surgery and other healthcare encounters through the use of video, books, photos, dolls, medical equipment, and play.
8. To gain a basic and practical working knowledge of medical procedures and terminology.
9. To develop an understanding of other disciplines working with child life in a hospital setting.
10. To strengthen ability to interact and relate to other professionals and divisional members.
11. To develop an understanding of team effort in effecting positive experiences for hospitalized children.
12. To evaluate oneself under the guidance of experienced professionals, and to be measured by professional standards.
13. To begin transition from student to professional.
14. To gain professional attitude, growth, maturity, and judgment.
CINCINNATI CHILDREN’S HOSPITAL MEDICAL CENTER
Facts and Figures

- Cincinnati Children’s Hospital Medical Center is nationally recognized as a leader in pediatric health care, with a reputation for excellence in patient care, research and medical education.

- Cincinnati Children’s is ranked second nationally among pediatric hospitals by *U.S. News & World Report* per the 2018-19 report.

- Cincinnati Children’s Department of Pediatrics has been ranked third best pediatric program at a medical school by *U.S. News & World Report*.

- Cincinnati Children’s is the only Level 1 pediatric trauma center in Southwestern Ohio, Northern Kentucky and Southeastern Indiana, with the only pediatric cardiac intensive care unit in the region.

- Cincinnati Children’s currently ranks among the top three pediatric medical centers receiving research grants from the National Institutes of Health. ($210 million in Fiscal Year 2017)

- Cincinnati Children’s was ranked by *U.S. News & World Report* among the top five pediatric hospitals in ten out of 10 specialties in 2018.

- Cincinnati Children’s drew patients from 50 states and 58 countries (Fiscal Year 2017).

- Cincinnati Children’s has ten patient care sites through the region.

- Cincinnati Children’s has 629 beds, about 15,000 employees, and about 850 volunteers

- Cincinnati Children’s Hospital was the first center in the nation to begin a fellowship program specifically in child abuse and neglect (Mayerson Center for Safe and Healthy Children).

- 1,307,479 patients walked through the doors in Fiscal Year 2017.
History of Child Life at CCHMC

Cincinnati Children’s Division of Child Life has been in existence for 74 years. When the hospital organized recreation services with a paid staff in 1931, it became just the second children’s hospital in the U.S. to create such a program.

In the 1960s, there were four staff, a director, a librarian, and two assistants on the payroll. Student nurses pitched in to help, as did volunteers. The dedicated school teacher, Kathleen Dauterich, taught in the hospital classroom from the 1950s well into the 1980s. Current staff is a multidisciplinary team comprised of 142 professionals, including 90 child life specialists, 9 child life assistants, 7 music therapists, 2 art therapists, 5 recreation therapists, 18 holistic health specialists, 3 Seacrest Studio media specialists, 1 administrative assistant, 1 operations coordinator, 1 purchasing agent, 3 clinical managers, 1 division director, and 2 education specialists. The staff is assisted by hundreds of volunteer every week.

Child Life Specialists were certified as certification became available in the 1980s and currently are certified by exam. Our clinical advancement program, established in the 1980s, recognizes child life specialists, holistic health specialists, and music therapists with advanced clinical skills.

Our Division of Child Life and Integrative Care is well recognized throughout the medical center as we work in collaboration with many disciplines to provide the best psychosocially based care for patients and families. We work in inpatient and outpatient areas providing developmentally appropriate activities, procedural preparation, and support for patients and families.
**Internship Pre-requisites**

Include these required components within the internship application:

1. **Eligibility Assessment Review** from Association of Child Life Professionals
   [https://www.childlife.org/certification/students/review-my-courses](https://www.childlife.org/certification/students/review-my-courses)
   Eligibility assessment must either demonstrate that all ten required academic courses are labeled as passed or a student can provide evidence of good standing for a course in-progress. Documentation of this evidence must include either a course in-progress form or a letter from the course instructor implying that the student is on track for successful completion.

2. **Transcript(s)** from college/university
   *Official* transcripts are not required because these will have been submitted to ACLP as part of one’s Eligibility Assessment. However, application scores do reflect the number of 3 credit hour courses pertinent to child life that an applicant has completed. Therefore, it is necessary for every applicant to provide original or copied transcripts showing *all* academic work.

3. **Evidence of either having completed a Bachelor’s Degree or being at senior level in progress toward a Bachelor’s Degree**, preferably in child life, child development, family studies or a related field
   This will be indicated on one’s internship application and verified via transcript and ACLP Eligibility Assessment Review.

4. **Evidence of having a minimum of at least 200 hours of experience with children**, 100 hours with children and families in a health care setting and 100 hours with well infants, children, youth and/or families
   This will be indicated on one’s internship application along with documentation of hours complete and names/contact numbers for supervisors.

5. **Documentation of having successfully completed the 3 credit hour child life introductory course** that is taught by a Certified Child Life Specialist (CCLS) and inclusive of these applied areas of study: *Documents of the Child Life Council; Family Centered Care; Impact of Illness, Injury and Health Care on Children and Families; Preparation, Child life Scope of Practice and Therapeutic Play*

   This course is required by ACLP and applicants must submit a **Child Life Course Verification form** with the signature of the CCLS who taught their course. [https://www.childlife.org/docs/default-source/certification/exam/cl-course-verification-form---final.pdf](https://www.childlife.org/docs/default-source/certification/exam/cl-course-verification-form---final.pdf)

6. **Three (3) signed letters of professional recommendation in sealed, author initialed envelopes (photocopied letters will not be accepted).** Letters should include at least one from someone who has observed your work with children. Letters are in addition to the common recommendation forms included in the ACLP common application.
**Additional items required after acceptance into program:**

7. Documentation of valid infant/child/adult CPR certification by the American Red Cross.

8. Documentation of health insurance

9. Documentation of professional liability insurance *(may not be needed if university affiliated)*

10. Students must be in good health before beginning an internship at CCHMC. Once accepted into the internship, they should adhere to the pre-placement requirements for Non-CCHMC personnel by completing and submitting forms provided to them by the internship coordinator.

**Items required from interns with university affiliation:**

11. **Signed contract of affiliation** for internship participation between intern’s college/university and CCHMC

12. **College/university advisor’s plan for communicating** with internship coordinator during internship; i.e. observations, conferences, correspondence

13. **Copy of evaluation forms required by college/university**

14. **List of special assignments or project requirements from school**

Following application review, selected candidates will be invited to submit video interviews using the Montage video system. Finalists will be invited to participate in an **on-site** interview at CCHMC. Video interviewing will not be offered for the final round of selection.
Internship Requirements and Assignments

Educational:

1. Formal written case study to be presented to Child Life staff.
2. Formal Evidence-Based Practice Research Review and Best Evidence Statement
3. Participation in staff led in-services on topics related to Child Life Competencies.
4. Weekly meetings with internship coordinator – intern will prepare and submit written journals and weekly assignments prior to meeting.
5. Child life internship project to be decided with internship coordinator and completed by intern according to established guidelines. Final project will be presented to child life and multi-disciplinary staff.

Clinical Development with inpatients and outpatients:

6. Formally plan and document individual therapeutic interventions.
7. Maintain a daily journal of experiences (i.e. interactions with patients and families – what was successful, what you would do differently).
8. Develop skills – plan and supervise Activity Center programs, including planning and processing of formal play sessions.
9. Participate and share in supervision of volunteers.
10. Observe and participate in patient education, procedural support, and post-procedural play.
11. Observe and participate in sibling support.
12. Observe and participate in a multidisciplinary team approach.
13. Ensure that care is being provided in accordance with patient and family-centered care practices.

Direct Coordinator Observation

Intern Coordinator will observe intern in practice for a minimum of four hours during rotation one and rotation 2 in order to validate skills and assess learning. Observations will occur in weeks 6 and 14, with additional shadowing as deemed necessary by coordinator.
rotation preceptor, or as requested by student. Observation will occur during intern’s independent work on the unit and may include, but is not limited to, intern provision of directed medical play, procedural support, normalizing or therapeutic play, and supervision of activity center.

**Internship Application Process**

Link to Eligibility Assessment from Child Life Council:

https://www.childlife.org/certification/students/review-my-courses

Link to Common Application for Child Life internship:

http://www.childlife.org/docs/default-source/certification/internships/common-child-life-internship-application.pdf?status=Temp&sfvrsn=0.7737290864838673

For additional clarification, please contact CLICEducation@cchmc.org