



**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. Volunteer, Practicum, and Internship Experiences in the Division of Child Life and Integrative Care are available.

The 16-week internship features a mix of experiential and didactic learning. 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. Interns will have the opportunity to experience a variety of clinical areas 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 learn in a variety of specialty care 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:

Week 1-2	Orientation
Weeks 3-7	Foundational Clinical Rotation <ul style="list-style-type: none">• May be Inpatient or Outpatient Assignment• Focused on Introduction and Practice of basic CL competencies
Weeks 8,9	Enrichment Rotation <ul style="list-style-type: none">• Interns will be placed in specialty care areas for a mini-rotation.
Weeks 10-16	Advanced Clinical Rotation <ul style="list-style-type: none">• May be Inpatient, Outpatient, or Critical Care Assignment.• Focused on practice and mastery of advanced CL competencies.
Integrated	Concentrated Activity Center observation and practice <ul style="list-style-type: none">• A total of six sessions to be assigned individually.

Application Deadlines

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

Official dates may be confirmed by the ACLP:

<https://www.childlife.org/certification/certification-resources/internship-deadlines>

Guideline for dates is as follows:

Internship Session	Application Deadlines*	Initial Offer Dates	Acceptance Dates	2 nd Offer Date
Winter/Spring	September 5	2 nd Tuesday of October	Following Wednesday	Following Thursday
Summer	January 5	2 nd Tuesday of February	Following Wednesday	Following Thursday
Fall	March 15	1 st Tuesday of May	Following Wednesday	Following Thursday

*Application packets must be postmarked by application deadlines

PHILOSOPHY AND PROGRAM DESCRIPTION

Division of Child Life and Integrative Care

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.

Vision Statement:

To be the global leaders in educating, researching and providing patient and family-centered holistic care.

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 utilizing multiple modalities including 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 professional collaboration skills.
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 the 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 third nationally among pediatric hospitals by *U.S. News & World Report* per the 2019-20 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 2019.
- Cincinnati Children's drew patients from **50 states and 51 countries** (Fiscal Year 2019).
- Cincinnati Children's has ten patient care sites through the region.
- Cincinnati Children's has 700 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).
- **1,279,509 patients** walked through the doors in Fiscal Year 2019.

History of Child Life at CCHMC

Cincinnati Children's Division of Child Life has been in existence for 89 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 schoolteacher, Kathleen Dauterich, taught in the hospital classroom from the 1950s well into the 1980s. Current staff consists is a multidisciplinary team comprised of 142 professionals, including 90 child life specialists, 9 child life assistants, 7 music therapists, 1 art therapist, 5 recreation therapists, 18 holistic health specialists, 2 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 volunteers every week.

Child Life Specialists were certified as certification became available in the 1980s and currently are certified by exam. Our clinical advancement ladder, 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 and integrated throughout the medical center as we work in collaboration with many disciplines to provide the best psychosocial 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>
Eligibility assessment must demonstrate that all ten required academic courses are labeled as passed.
 - a. Course in progress forms *may* be accepted.
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 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 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* 300 hours of experience with children, 100 hours with children and families in a health care setting, 100 hours with well infants, children, youth and/or families, and 100 hours with children and families in stressful situations.**
This will be indicated on the ACLP common internship application along with documentation of hours completed and names/contact information for supervisors.
5. Evidence of having completed a **child life practicum of at least 100 hours**. This will be indicated by the ACLP practicum verification form included in the common internship application.
 - a. Please include site specific practicum student evaluation, as applicable.
6. **Three (3) signed letters of professional recommendation in sealed, author initialed envelopes (photocopied letters will not be accepted)**. Letters should be current and include at least one from someone who has observed your work with children. *ACLP common recommendation forms will not be accepted as substitutes for traditional letters of recommendation.*
 - a. Alternatively, letters may be directly submitted by the writer via email to:
CLICEDUCATION@CCHMC.org
7. **An essay on the Purpose of Child Life**. Essay should be one page, single-spaced in length (approximately 500 words).

8. Please *do not* submit your application packet in any type of folder, binder, or portfolio. Additionally, please *do not* staple application or other documents in packet.
9. Handwritten applications will not be accepted.
10. Please *do not* submit blank application pages.

Additional steps to the selection process and interviewing at CCHMC:

Following application review, selected candidates will be invited to submit video interviews using the Montage video system via a link provided by the internship coordinator.

Finalists will be invited to participate in either an on-site or video chat interview at CCHMC.

Additional items required after acceptance into program:

1. Documentation of valid infant/child/adult CPR certification (preferably) by the American Heart Association
2. Documentation of health insurance
3. Documentation of professional liability insurance (*may not be needed if university affiliated*)
4. 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 medical requirement forms provided to them by the internship coordinator.

Items required from interns with university affiliation:

1. Signed contract of affiliation for internship participation between intern's academic institution and CCHMC
2. Academic advisor's plan for communicating with internship coordinator during internship; i.e. observations, conferences, correspondence
3. Copy of evaluation forms required by academic institution
4. List of special assignments or project requirements from academic institution

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. Weekly assignments to allow for translation of theory into clinical practice.
6. 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:

7. Formally plan and document individual therapeutic interventions in the electronic medical record.
8. Maintain a daily journal of experiences.
9. Develop skills in basic and advanced child life competencies.
10. Participate and share in supervision of volunteers.
11. Observe and participate in patient education, procedural support, and post-procedural play.
12. Observe and participate in individual sibling support and/or support groups (as applicable).
13. Observe and participate in a multidisciplinary team approach.
14. Ensure that care is being provided in accordance with patient- and family-centered care practices.
15. Participate in planning of community engagement activities, as is appropriate.

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 the Child Life and Integrative Care Education Specialist: CLICEducation@cchmc.org