



Child Life Internship Application Packet

SSM Cardinal Glennon Children's Medical Center
1465 S. Grand Boulevard
St. Louis, MO 63104
314-577-5600
www.cardinalglennon.com



CHILD LIFE STAFF

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Important Numbers: Main Hospital: 314-268-2700
Child Life office fax: 314-678-3067

Office Hours: Monday – Friday
8 a.m. – 4:30 p.m.

Fees: \$15 Application Fee (To be mailed with application)
\$150 Internship Fee (Upon acceptance, due on the first day of the internship)
Checks can be made to:
"Child Life Department at Cardinal Glennon Children's Medical Center."

CHILD LIFE INTERNSHIP

Philosophy

The philosophy of the Child Life Department at SSM Cardinal Glennon Children's Hospital is in accordance with the Child Life Council's Life Philosophic Base.

The Philosophic Base

1. Each child, youth and family is unique and deserving of respect. Children have basic rights as defined by the United Nations in its Declaration on the Rights of the Child.
2. Health care should take place in a humanistic environment.
3. Children must be provided with appropriate and meaningful ways to impact on their surroundings (i.e., must be given means of "control").
4. Normal life experiences must be continued within the health care setting. (See Child Life Position Paper of Association for the Care of Children's Health.)
5. The role the community plays in continuing and expanding the development begun by the child must be recognized.
6. Hospitalization is potentially traumatizing. If psychological stress is prolonged and excessive, it can result in long lasting or permanent emotional insecurity. It is possible to minimize many of the stresses.
7. Hospitalization can provide positive growth experiences with proper teaching, programming and supportive service.
8. The interdisciplinary model is the most efficient way of treating the "whole child."
9. Play is an essential life process, a natural part of childhood, and vital to normal development. Through play, the child learns, masters experiences, expresses himself, copes with anxiety, creates, achieves and develops skills.
10. Disabled children must be given help by trained professionals to enable them to play fully and to the limit of their needs.
11. Play is an essential means of understanding and assessing a child's needs.
12. The environment should more closely approximate a home-like environment.
13. The presence of the family should be encouraged. In the absence of supportive family members, other consistent supportive presence is essential.
14. Families from other cultures which have unique needs should be addressed. Child Life clinical practice includes sensitivity to and consideration of cultural diversity.
15. Educational continuity is essential.
16. Pre-hospitalization orientation and teaching is essential for children and families.
17. Adequate preparation for medical experiences is essential.
18. Commitment of the Child Life Specialists to their profession is essential for continued growth and excellence.

Objectives

The objectives of the Child Life program at SSM Cardinal Glennon Children's Hospital are in accordance with the Child Life Council's Service Standard.

Standard

The Child Life program shall include direct services to children and families, consultation, education, quality assurance, policy and program planning, advocacy and environmental planning. In organizations in which teaching and research are part of the organizational missions, child life should participate in these when appropriate. Field instruction of child life students, other child life teaching and research activities are appropriate and recommended functions of all child life programs.

Interpretation

Child Life programming is based on an understanding of normal human development and the impact that illness, injury, disability and hospitalization have on this process. Program elements are designed to reduce distress, increase adaptive coping and protect and enhance developmental integrity by offering opportunities to play, learn and interact with others in an emotionally and physically safe environment. In collaboration with other health providers and in the context of a supportive and trusting relationship with children and families, Child Life services shall include the following:

1. Provide opportunities and facilitate a variety of play and activity forms which promote self-healing, self-expression, understanding and mastery.
2. Develop individual treatment plans based on an assessment of the child's development, temperament, coping style, medical plan and available social supports; development, assessments may be based on standardized scales.
3. Utilize therapeutic play techniques as a diagnostic and treatment tool.
4. Support family bonds and utilize family strengths in the care of the child.
5. Provide orientation to health care experiences and personnel.
6. Use developmentally appropriate methods in preparing children and families for diagnostic and treatment procedures.
7. Provide emotional support during identified stress points.
8. Utilize stress reduction techniques to facilitate adaptive coping.
9. Interpret the child's perception of his diagnosis and treatment as revealed through play and other means of communication both verbal and non-verbal.
10. Offer counsel specific to the impact of health care experience.
11. Extend support and offer counsel to family members with respect to their own stress and needs.
12. Provide parent education on child development.
13. Provide or cooperate with programs which assure continuity in the child's normal life experience (i.e., school programs, personal and holiday celebrations).



14. Provide interdisciplinary inservice and student teaching on child development and the impact of illness, injury and hospitalization on children and families.
15. Provide consultation to the health care team regarding the developmental status and individual needs of children to promote adaptation to treatment.
16. Provide consultation on the impact of environmental factors on the child's adaptation to hospitalization and treatment.
17. Provide child health care education.

APPLICATION PROCESS

1. Complete application and send to:
1465 S. Grand Blvd.
St. Louis, MO 63104
ATTN: Child Life Department, Colleen Boron
2. The applications will be reviewed, and those students who are qualified and meet the standards for the Cardinal Glennon Internship program will be contacted for an interview.
Due to the amount of applicants that we have, an interview is not guaranteed but is based on a selection process.

SEMESTER	APPLICATION DUE	INTERVIEWS	NOTIFICATION	ACCEPTANCE	INTERNSHIP
Fall	May 5	First two weeks of June	Third week of June	June 30	Sept.-December
Winter	September 5	First two weeks of October	Third week of October	October 31	January-April

3. After the interview process an intern will be selected.
 - *Should these dates fall on a weekend and /or holiday, then the date should be moved forward to the next business day.*
 - *Dates are in accordance with the Child Life Council*

Requirements from College/University

1. A written and legal contract stating the terms of the internship is to be signed by the University Supervisor, Vice President/Patient Care Services and the President of SSM Cardinal Glennon Children's Medical Center, as soon as the intern is accepted into the program.
2. Student interns must be senior status from an accredited college or university.
3. Student interns must have academic training in Child Life.
4. Students must have adequate experience working with children. Experience with hospitalized children is strongly suggested.
5. At least one or two visits by the University Supervisor, or if necessary, conferences by phone will be arranged if distance prohibits visitation.

Requirements from the Student

Prior to the start of the Internship:

1. Agreement will be made and signed by the Intern, the University/College Supervisor, and the Child Life Internship Coordinator on such matters as:
 - Assignments/Evaluations required by both the University/College and Cardinal Glennon and when such items will be scheduled during the internship
 - Start/End dates accounting for any time off that is requested and scheduled
 - Student will agree to work forty (40) hours per week for a minimum of sixteen (16) weeks. These sixteen (16) weeks are to be consecutive weeks with no provision for spring breaks.
2. A recent TB test, copy of vaccination records, and background check by the university is mandatory for students working at the hospital. This must be completed prior to the starting date of the internship.
3. Notification of any physical limitations should be given to the Child Life Department before start of internship (i.e., seizures, diabetes, disabilities, etc.).
4. Provide proof of school liability insurance or proof of personal coverage in accordance with the Intern Contract Agreement.
5. Proof must be provided prior to start of internship or program start will be delayed.
6. CPR Certification is highly recommended
7. Student required to have read *Child Life in Hospitals: Theory and Practice*.
8. By R. Thompson and G. Stanford A classic reference for child life professionals, *Child Life in Hospitals* skillfully interweaves a sensitive treatment of the needs of hospitalized children with a practical discussion of the realities of administering a child life program. Using carefully-selected case studies, pertinent bibliographical resources, and personal experience, the authors provide readers with an abundance of practical aids, as well as a deeper understanding of the need for child life programs, and the mechanics of establishing them. Recommended reference in studying for the Child Life Professional Certification Examination. Available via the Child Life Council @ www.childlife.org
6. Documentation of at least 50 hours of volunteer or practicum experience completed in a pediatric hospital/clinic setting

During the Internship:

1. Students will work a variety of hours, Monday through Friday.
The internship is sixteen (16) weeks - five (5) rotations of three (3) weeks. Each rotation will provide a variety of experiences with each Child Life Specialist on different units in the hospital and with a range of patient populations.
2. The student will participate in weekly consultations with hospital supervisor. At this time the intern will provide daily journals and time log.

7. Intern will be involved in six in-services conducted to help the intern begin the internship with the knowledge necessary to maximize success.
3. Student will participate in prioritizing exercises, evaluating patients using the Stress Potential Model (Gaynard et. al., 1990), and learning to use this skill when planning a day in the child life field of practice.
4. Intern will be required to plan, implement, & evaluate Therapeutic Activities for individual and group settings.
5. The intern will also participate in Volunteer guidance & Playroom Management.
6. Student will participate in reviewing patient information and clinical documentation materials. Student will be required to learn basic documentation skills and policies and will participate in Child Life Department documentation practices.
7. Attend interdisciplinary meetings and any additional professional meetings.
8. Assist with planning/implementation of special events & community group visits.
9. Students will also assist in the Pet Therapy Program which requires working 11 a.m.-7:30 p.m.
8. Observe medical procedures and participate in providing procedural support and distraction (i.e., Cardiac Cath., MRI, etc.).
9. Complete six Diagnosis Reports on childhood diseases, illnesses, and Child Life interventions.
10. The student must complete and present a case study of a child and family that the student has been involved with during the internship. Include background family information, diagnostic information, medical treatment/intervention plans and Child Life interventions.
11. The student must complete an individual special event and/or project that includes planning, implementation, and presentation to be agreed upon by the student and the hospital supervisor.
12. Visit one (1) other Child Life Program at a different institution. Prepare typed evaluation summarizing differences between two hospitals and present to Child Life Staff.
13. Student will be required to participate in rotation, mid-term, and final evaluations, and will conduct self evaluations at this time as well.

Rotation Schedule

The rotation schedule for Spring 2012 is still being determined. It is expected to consist of four rotations including the following units: Infant/Toddler General Medicine, Hematology/Oncology, Intensive Care, Emergency Department, and Outpatient Surgery.

Intern Assignments

In-services

1. Professionalism & Boundaries
2. Introductions: Talking with Parents and Families
3. The Importance of Play and Therapeutic Play
4. Medical Play, Preparation, Procedural Support & Distraction
5. Documentation
6. Death & Dying

Assignments

1. Academic Journals
2. Individual Stress Potential (5 – 1/rotation)
3. Census Stress Potential (5 – 1/rotation)
4. Plan, Implement, & Evaluate Therapeutic Activities (3/rotation)
5. Chart Notes (3/rotation)
6. Procedural Journals
7. Cultural Awareness Report and Presentation (1)
8. Diagnosis Reports & Presentation (6 – 1/unit)
9. Case Study & Presentation (1)
10. Special Project & Presentation (1)
11. Site Visit & Presentation (1)
12. Evaluations (7 total)
 - 5 Rotation Evaluations –Self & Rotation Supervisor complete at the end of each rotation
 - 1 Midterm Evaluation – Self and Internship Coordinator
 - 1 Final Evaluation - Self and Internship Coordinator

Example of Clinical Expectations

- Week 1* Orientation and observation. Attend hospital orientation and tour. Shadow each Child Life Specialist obtaining a general overview of the different units. Orientation to Child Life office, supplies, and daily routine.
- Weeks 2-12* Assess developmental and psychosocial needs of patients by reading medical records attending nursing rounds.
- Provide services, which include therapeutic play opportunities (at bedside and playroom), normalizing the environment through daily routine experiences, opportunities for self expression and support for patients and their families.
- Provide a therapeutic and safe environment by planning, implementing and evaluating individual and group activities. In addition, the intern will be responsible for planning calendars for the group activities.
- Communicate relevant information and provision of services through documentation in patients' medical records.
- Provide medical play, medical education opportunities to patients and families. Provide distraction and emotional support during procedures.
- Assist in maintaining equipment in areas by appropriate selection, cleaning and disposal of item.



HOSPITAL REGULATIONS

Dress Code

A comfortable, professional appearance. No blue jeans, shorts, Capri pants, sleeveless garments or T-shirts with inappropriate words or artwork while on duty. Loose casual clothing is preferred. Piercings and tattoos are to be covered from public visibility.

Absence

Please be sure to notify your supervisor if you will be late or absent. If you are ill, under no circumstances are you to have patient contact. You will be expected to work the hours of your rotation unless a two (2) week request has been given to the supervisor. (The only acceptable excuses for absence are illness or family emergency.) Time missed for family emergencies and illnesses/sick days will need to be made up.

Confidentiality

Being in a hospital setting, you will be exposed to situations involving patients and their families, which are confidential and are not to be discussed outside of the hospital. Do not hold conversations about a patient or the family in hallways, elevators, cafeteria, shuttle buses or other public areas of the hospital. In accordance with the federal HIPPA regulations, you must not disclose any information about the patient to another patient, volunteer, visitor or another patient's family. Violation of this policy will result in immediate termination.

Identification

Please wear your hospital I.D. badge at all times when you are in the hospital. This badge will be issued to you the first day of the internship.

Lodging/Meals

Lodging and meals are not provided by SSM Cardinal Glennon Children's Medical Center.

Parking

Free parking is available for the student intern at the West Parking Lot, which is located on the main campus, but behind the building at Park and Spring avenues. A shuttle bus is provided for transportation to and from the hospital. The student will be given a code to enter and exit the parking lot.



INTERNSHIP APPLICATION

Please complete the Child Life Council's Common Internship Application. This application is available through the Child Life Council's website at:

<http://childlife.org/Students%20and%20Educators/CommonInternshipApplication.cfm>

Please note from above

- Student interns must be senior status from an accredited college or university.
- Student interns must have academic training in Child Life.
- Students must have adequate experience working with children & experience with hospitalized children is strongly suggested.
- In addition to the Child Life Council's Common Internship Application, please provide the following:
 - Cover Letter
 - Resume
 - Official School Transcripts in signed, sealed envelope
 - Three Letters of Professional & Academic Reference, in signed & sealed envelopes
 - Documentation of at least 50 hours of volunteer or practicum experience completed in a pediatric hospital/clinic setting
 - \$15 application fee



INTERN AGREEMENT

I, _____, agree to fulfill the responsibilities and assignments described in the SSM Cardinal Glennon Children's Medical Center Child Life Internship Application Packet within the sixteen week time frame.

Start Date: _____

End Date: _____

Time Off Needed: _____ *

** Any requested time off requires a two [2] week notice to Child Life Department, and will need to be made up before completion of internship program.*

Intern Signature

Date

Child Life Internship Coordinator

Date

University/College Advisor/Supervisor

Date