



Division of Child Life  
&  
Integrative Care

# **Child Life Internship Application Manual**

## **TABLE OF CONTENTS**

CCHMC Facts and Figures	Page 1
Mission and Vision	Page 2
History of Child Life at CCHMC	Page 3
Internship Description	Page 4
Internship Prerequisites	Page 5
Internship Components	Page 6
Internship Options	Page 7
Internship Application	Page 8
Application Process & Deadlines	Page 9

# **CINCINNATI CHILDREN'S HOSPITAL MEDICAL CENTER (CCHMC)**

## **Facts and Figures**

- CCHMC is a full-service, nonprofit pediatric academic medical center established in 1883
- CCHMC is nationally recognized as a leader in pediatric health care, with a reputation for excellence in patient care, research and medical education.
- CCHMC 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.
- CCHMC currently ranks among the top three pediatric medical centers receiving research grants from the National Institutes of Health.
- CCHMC draws patients from 50 states and over 50 countries.
- CCHMC has ten patient care sites through the region.
- CCHMC's child life program began in 1931 and is the second oldest child life program in the nation.
- CCHMC's child life program consists of over 90 certified child life specialists and is the largest child life program in the world.
- CCHMC's new Critical Care Building opened Fall 2021 and provides state-of-the-art services to the sickest patients.

# **Mission and Vision**

## **Cincinnati Children's Hospital Medical Center Vision:**

Cincinnati Children's Hospital Medical Center  
will be the leader in improving child health.

## **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.

## **History of Child Life at CCHMC**

Cincinnati Children's Division of Child Life has been in existence since 1931, becoming 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 comprised of multiple disciplines, including child life specialists, child life assistants, music therapists, art therapists, recreational therapists, integrative care specialists, administrative assistants, operations coordinator, purchasing agent, clinical managers, and education specialists. The staff is assisted by hundreds of volunteer hours 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 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 other disciplines to provide the best psychosocially-based care for patients and families. We work in inpatient, outpatient, and homecare areas providing developmentally appropriate coping interventions including play interventions as well as procedural preparation and support for patients and families.

## Child Life Internship Description

Cincinnati Children's Hospital Medical Center is a 670-bed freestanding children's hospital including 110 inpatient mental health beds and 30 residential mental health beds. 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 two weeks include an orientation to our medical center campus and the Division of Child Life and Integrative Care. The 640-hour (40 hour/week) commitment will continue through clinical 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, providing therapeutic play and 1:1 coping interventions, and participating in preparation for and support during procedures and treatments all under the supervision of Certified Child Life Specialists. Interns will also complete written assignments including an evidence-based practice assignment and an intern project and they will present their learnings through a formal presentation to our division.

The Division of Child Life and Integrative Care has responsibilities for patient care 365 days a year and 24 hours a day. Intern schedules at CCHMC will vary and will require some weekend and evening commitments.

Internship format is as follows (order of weeks may be adapted):

Weeks 1-2	<b>Orientation</b> <ul style="list-style-type: none"><li>Carefully selected in-services provided by experienced child life, music therapy, recreational therapy, and integrative care clinicians</li><li>Relevant facility tours of our multiple campuses</li></ul>
Weeks 3-8	<b>Rotation 1</b> <ul style="list-style-type: none"><li>Assignment with a CCLS for a 6 week rotation</li><li>Focused on development &amp; practice of core child life competencies</li></ul>
Weeks 9-14	<b>Rotation 2</b> <ul style="list-style-type: none"><li>Assigned with a CCLS for a 6 week rotation</li><li>Focused on development &amp; practice of core child life competencies</li></ul>
Weeks 14-16	<b>Mini Rotation</b> <ul style="list-style-type: none"><li>Assignment with a CCLS for a 2 week final rotation</li><li>Focused on development &amp; practice of core child life competencies</li></ul>

# Child Life Internship Pre-requisites

Applicants must follow [Guidelines from the Association of Child Life Professionals](#) for all academic and experiential requirements for applying to a child life internship.

**Additional Academic Requirements:** We require all ACLP-coursework to be completed by the start of the internship.

**Pre-Internship Required Readings:** (These readings are to be completed prior to applying for the internship.)

- Bolig, Rosemary., Mahan, Carmel., Rollins, Judy. (2017). *Meeting Children's Psychosocial Needs Across the Health-Care Continuum (2nd ed.)*, Pro-ed, Austin, TX
- Thompson, Richard. (2018). *The Handbook of Child Life, A Guide for Pediatric Psychosocial Care (2nd ed.)*, Charles C. Thomas, Publisher. Springfield, IL

**Academic Affiliation is NOT Required:**

- If **affiliated** with an academic institution: A signed contract of agreement for internship participation with your college / university is required and is initiated and completed by CCHMC upon acceptance to the internship.
- If **unaffiliated** with an academic institution: Intern is required to purchase and show proof of Professional Liability Insurance and complete a ten-panel drug screen.

**Required Health Forms:** (All interns accepted into the program must turn in required health forms a month prior to first day of internship in order to participate in the program.)

- Documentation of COVID-19 vaccination
- Documentation of valid CPR certification by the American Heart Association
- Documentation record of a negative two-step tuberculin skin test
- Documentation record showing immunity to rubella (either a positive rubella titer or a rubella vaccination)
- Documentation record showing immunity to rubeola (measles). Proof of immunity can be shown by having a birth date prior to 1950, a rubeola vaccination after 1980, or with documentation of a physician stating the student has had rubeola
- Documentation record showing immunity to mumps (documentation from a physician stating the student had either mumps or a mumps vaccination)
- Documentation record showing immunity to Hepatitis B or having started the series of three doses of Hepatitis B Vaccine (Recombivax HB or Engerix - B)
- Documentation record of receiving these vaccines:
  1. Flu shot (Most current vaccine available in past 12 months)
  2. Tdap (Tetanus, Diphtheria, Pertussis) Adult booster must have been received no earlier than 2005
- Any intern who participates without University affiliation is required to provide a ten-panel drug screen dated no earlier than 30 days before start of program

# Child Life Internship Components

## Educational Components

- Participation in staff led in-services on topics related to Child Life Competencies.
- Weekly written assignments on competency-related topics.
- Weekly meetings with internship coordinator.
- Formal written case study.
- Formal Research Review and Best Evidence Statement as guided by an EBP mentor.
- Internship project.
- Final presentation to Division of Child Life & Integrative Care.

## Clinical Practice Components

- Individual therapeutic interventions.
- Daily journal of experiences.
- Guided clinical skills development focused on the following core competencies:

<b>COMPETENCIES</b>		
<b>Developmental Theories &amp; Application</b>	<b>Grief &amp; Bereavement</b>	<b>Cultural Competence</b>
<b>Assessment:</b> Formal Assessment Informal Assessment	<b>Coping Interventions:</b> Psychosocial Care Planning & Implementation Facilitation of a Therapeutic Space	<b>Advocacy:</b> Professional Representation Professional Collaboration Evidenced-Based Practice
<b>Play:</b> Therapeutic Play Medical Play Group Play	<b>Therapeutic Relationships:</b> Rapport Building Empathetic Engagement Post-Event Processing	<b>Administration:</b> Policies Safety Infection Control Resource Allocation Volunteer Supervision
<b>Patient &amp; Family Centered Care</b>	<b>Teaching &amp; Preparation</b>	<b>Professionalism:</b> Time Management Professional Presentation of Self Self-Evaluation Initiative Conflict Resolution Professional Boundaries
<b>Documentation</b>	<b>Procedural Support</b>	



# Child Life Internship Options

## Full-Time Internship:

The full-time child life internship opportunity is the “traditional” opportunity consisting of 15-16 weeks of full-time hours equaling 600-640 hours meeting the Association of Child Life Professionals criteria for eligibility for child life certification.

Candidates are encouraged to apply for this opportunity if they meet the eligibility criteria and are able to commit to full-time clinical learning hours. The schedule for this internship will include day, evening, and/or weekend hours depending on the rotations assigned to the student.

## Part-Time Internship:

The part-time child life internship opportunity will be completed within 6 to 8 months through part-time hours equaling 600 hours meeting the Association of Child Life Professionals criteria for eligibility for child life certification.

Candidates are encouraged to apply for this opportunity if they meet the eligibility criteria and are able to commit to part-time clinical learning hours. The schedule for this internship will include day, evening, and/or weekend hours depending on the rotation assignments and with consideration of the students’ needs.

***This internship opportunity is encouraged for individuals who, for any reason, have significant limitations completing a traditional 40hour/week internship opportunity.***

## OPTIONS:

- 1) Six Month Part-Time Internship  
Applicants must be able to commit to a minimum of 24 internship hours per week
- 2) Eight Month Part-Time Internship  
Applicants must be able to commit to a minimum of 20 internship hours per week

## SCHEDULE REQUIREMENTS for Part-Time Internship

Applicants must be able to commit to:

- One week of orientation, full-time M-F 8am-4:30pm in early January
- A minimum of 8 hours a day for a minimum of 2 days a week during normal business hours Monday-Friday. That equals a minimum of 16 hours a week of the total weekly hours that must be completed during normal business hours.

Due dates for the part-time application follow only the Winter / Spring deadlines.

**Applicants will turn in one application for the Winter/Spring application cycle and indicate if they are applying for the full-time, part-time, or both opportunities.**

Applicants who are applying for the part-time opportunity are asked to indicate which is preferable between the 6-month or 8-month options.

# Child Life Internship Application

## Application Deadlines

Cincinnati Children's Hospital follows the deadlines set forth by [the Association of Child Life Professionals intern application and acceptance dates](#).

**Applications for the part-time internship opportunity follow the Winter / Spring application deadlines only**, with due dates typically in September.

## Inclusion Scholarship

We strongly encourage students of diverse backgrounds and experiences to apply to the internship program. By applying for the internship, all applicants are applying and eligible for our Inclusion Scholarship. For more information about this scholarship opportunity, please click here: [Inclusion Scholarship](#).

## Application

We eagerly await the opportunity to train highly motivated and qualified students and invite you to apply.

Please complete the following items and email them to the address listed below.

1. The [Association of Child Life Professionals Common Child Life Internship Application](#): for assistance with this application, use the [Internship Readiness Common Application Guide](#). *Please be sure to include the required transcript and ACLP Eligibility Assessment as part of your application.*
2. Additional Essays: Please answer the following questions with examples of interactions, experiences, or observations that focus on diversity, equity, inclusion, and/or accessibility (DEIA).
  - a. How have you been impacted by DEIA?
  - b. How do you foresee integrating DEIA into your interactions with patients, families, and staff in the medical setting?
3. **WINTER / SPRING APPLICANTS ONLY:** Please indicate in the body of your email if you are applying to the full-time or part-time or both opportunities. If applying to the part-time internship opportunity, please indicate your preference between a 6month or 8month internship option.

**Email application components in one email to:** [CLICeducation@cchmc.org](mailto:CLICeducation@cchmc.org)

## **Application Process**

Phase 1: Written Application Submission- see page 7 for required contents

Phase 2: Video Submission- selected candidates will be invited to submit video interviews. Instructions for that submission will be sent via email.

Phase 3: Virtual Interviews- selected candidates will be invited to participate in a virtual interview with CCHMC child life staff.

## **Application Deadlines**

CCHMC follows guidelines set forth by the Association of Child Life Professionals for application due dates and offer dates.

Please confirm official dates via the ACLP website [here](#).