Thank you for your interest in the Student Internship Program with the Child and Adolescent Life Program. Our internship program is offered two times a year: Fall (September-December) and Spring (January – April)

To be qualified for the internship position, students must successfully complete a child life practicum prior to the commencement of their internship, be affiliated with an academic institution for the duration of their internship, successfully complete a child life course taught by a Certified Child Life Specialist, have documentation for at least 200 hours of volunteer experiences with 100 of those hours specifically working with medical fragile children, and have a cumulative 3.5 grade point average or higher.

Enclosed you will find a description of our internship program, application materials, and a brief application form. Duke follows the Association of Child Life Professionals (ACLP) guidelines for internship application deadlines. Your application packet must be postmarked by the following dates:

- March 15 (Fall)
- September 5 (Spring)

**A completed application includes:**

1. The completed [Common Internship Application](#) created by the Association of Child Life Professionals
2. Duke Children’s Application and additional essays (page 6 of this packet)
3. Two signed and sealed letters of recommendation (preferably one from someone who knows your academic qualifications and one from someone who has supervised or observed you in a field experience).
4. A cover letter that explains your reason for choosing Duke Children’s Hospital for your internship and the personal/professional strengths you would bring to our program.
5. A copy of your resume, listing your education and field experience to date.
6. A cover letter from your academic advisor that clearly states what academic credit you will receive (if any) and any specific academic requirements you will need to accomplish during this experience.
7. Copy of current transcripts, an official copy will be requested if accepted to the internship.
8. [Official ACLP Eligibility of Assessment Report](#).

It is the applicant’s responsibility to solicit the recommendations and transcript. Upon receipt and review of the completed application, the Internship Coordinator will be in contact with the applicant. On-site or Skype interviews will be conducted following the application review process. **Only completed applications with required documentation enclosed in the same packet will be considered for review.**

Please return your completed materials to:

**Student Internship Coordinators**

**Child and Adolescent Life Program**

**Duke University Medical Center**

Box 3417

Durham, NC 27710

Michelle Ashford, CCLS & Tracy Lamar, CCLS

Co-Coordinators, Student Internship Program
Duke Children’s Program Mission & History

The Children’s Program at Duke Children’s Hospital was established in 1969. Since then, Child Life Specialists have been working as part of the interdisciplinary health care team collaborating with nurses, doctors, social workers, school teachers, respiratory therapists, physical and occupational therapists, dieticians, chaplains and other technicians providing comprehensive quality patient care.

It is the mission of the Children’s Program to provide all pediatric patients and their families, both inpatient and outpatient, access to Child Life services. We believe all children have the right to understand what is happening to them, be supported by their caregivers and staff, and have opportunities for play and mastery especially in new or unfamiliar medical environments. As child life specialists, we are trained in helping children and their families overcome challenging medical events while promoting effective coping through play, preparation, education, and self-expressive activities. The Children’s Program also provides procedural and emotional support for families and encourage opportunities for optimal development of children facing a broad range of challenging experiences.

The Duke Child Life staff consists of eleven full-time specialists and one part-time specialist with Bachelor and Master Degrees in a variety of fields including Child Life, Psychology, Education, Child Development, and Counseling. Child Life services are currently provided in areas including: 5100 Inpatient Unit (Allergy/Immunology, Infections Disease, Rheumatology, Endocrinology, Neurology, Plastics and General Pediatric Medicine); Inpatient Hematology/Oncology; Inpatient Pediatric Bone Marrow and Stem Cell Transplant Unit; 5300 Inpatient Unit (Pulmonary, Critical Care Medicine, Urology, Orthopedics, Neurosurgery and Gastroenterology); Inpatient Cardiology/PCICU (Pediatric Cardiac Intensive Care Unit); PICU (General Pediatric Intensive Care Unit); Pediatric Progressive Care Unit (PPCU); Pediatric Outpatient Specialty Clinics including ENT clinic; Pre-operative Screening Clinic; Pediatric Hematology/Oncology and Brain Tumor clinic.

Child Life Specialists strive to meet the psychosocial and emotional needs of pediatric patients and their families helping the child cope constructively with the stress and anxiety experienced in the health care environment. Specialists also promote the pediatric patient’s normal growth and development before, during and after hospitalization or outpatient clinic visits. These primary goals are achieved in a variety of ways including, but not limited to: providing developmentally appropriate therapeutic play opportunities both in the group setting in the playroom and on an individual basis; psychologically and emotionally preparing children and families for medical/surgical and diagnostic procedures; advocating for the needs of children and their families in the health care setting, providing emotional support to patients, parents and siblings, and helping to maintain a child and family friendly environment.
Internship Overview

The student internship program at Duke Children’s Hospital and Health Center is an unpaid 15-week, 600 hour program. During this time, students are supervised by certified Child Life Specialists who meet qualifications based on The Association of Child Life Professionals based on their clinical hours. Students will be supervised by one of the Internship Coordinators and by two Rotation Supervisors, one for each rotation. Students also will have opportunities to shadow and learn from other members of our team during the 15-week internship. Internships are offered in the fall and spring. Students should be enrolled in degree programs in Child Life, Child Development, Family Studies or a related field.

Internships are designed according to the following 15-week schedule:

- **Week 1:** Orientation
- **Weeks 2-8:** First Rotation
- **Weeks 9-15:** Second Rotation

During the orientation week, students will shadow several Child Life Specialists on staff. This will allow students the opportunity to learn more about the various inpatient and outpatient areas where Child Life services are provided.

Beginning Week 2, students are assigned to a seven-week rotation based upon their preferences and availability of rotation supervisor. Each rotation supervisor only has one intern at a time to provide their full attention to that intern. A brief description of rotations is included, along with student responsibilities and expectations. Students are expected to complete an inpatient rotation and an outpatient rotation.

Throughout the internship, our goal is to provide interns with opportunities to further build their clinical skills. Typically the last week in each rotation is building to full independence. Interns will complete daily assessments, plan and provide appropriate interventions, and create unique programming to support treatment goals.
Rotations

During the interview process students will be given a selection of rotation options for their internship. The student coordinators will try to accommodate student preferences for rotations.

Inpatient Settings


5200 Bone Marrow/Stem Cell Transplant Unit: The Pediatric Bone Marrow Transplant Unit (PBMTU) has 16 beds serving infants - adolescents. The transplant unit is considered an intensive care isolation unit.

5300 Inpatient Unit: 31 beds serving infants – adolescents. Pulmonary, Neurosurgery, Urology, Orthopedics, Organ Transplant, and Gastroenterology services.

Pediatric Intensive Care Areas (PICU): PICU has a total of 16 beds serving infants – adolescents. Pulmonary, Neurology, and Pediatric Surgery are common services on this unit.

Inpatient Cardiology: Covering a 15 bed Pediatric Cardiac Intensive Care (PCICU)

Pediatric Progressive Care Unit: A 15 bed step-down unit providing care for children requiring additional monitoring before being transitioned to a unit bed.

Outpatient Settings

Pediatric Outpatient Clinics – 26 subspecialty clinics, infants – adolescents, focusing primarily on procedural support and education in our ENT clinic, but also providing coverage for consults throughout the entire clinic.

Pre-operative Screening – Outpatient clinic for pediatric patients ages infants – adolescents who are scheduled for surgery. Child Life provides pre-op teaching and preparation for the children and their families. When it is appropriate, Child Life also follows up with patients and families after their procedures.

Hematology/Oncology and Brain Tumor – Outpatient clinic for pediatric patients ages in infants – adolescents who are receiving treatment for cancer, sickle cell disease or other disorders that require frequent visits to the doctor for care, which do not need inpatient hospitalization. Child Life provides procedural support and the opportunity for patients to process their experiences while they are in clinic.
Student Education Program Goals and Objectives

A child life internship is your foundation for professional skills of assessment, intervention, preparation and documentation. Students will begin the internship by observing Certified Child Life Specialists, then provide care with the support of clinical rotation supervisors, and finally end with almost complete independence, providing direct clinical care for patients and families. This level of responsibility progresses gradually, until the student is functioning at the level of a starting child life specialist.

Throughout the internship experience we expect students to:

- Provide therapeutic play activities for both groups of children in the playroom setting and individual children at the bedside or in outpatient clinic.
- Provide pre-procedural and/or preoperative teaching for both inpatients and outpatients.
- Observe and assist with medical play with children in the group setting and on a one-to-one basis.
- Provide procedural support for patients in the inpatient and outpatient setting.
- Provide emotional support and education for caregivers and siblings of pediatric patients.

Other Clinical and Professional Skills

Throughout the child life internship, students will also:

- Enhance charting skills – writing objective observations, assessments and recommendations in patient’s medical record.
- Participate in patient care conferences as necessary communicating the psychosocial and emotional needs of the patient to the interdisciplinary team members.
- Complete an individual student project, a group administrative project, and a case study.
- Keep weekly journals reflecting on child life interventions provided for patients and families, specialized needs of children in the health care setting, and personal goals for the internship.
- Attend and participate in weekly student seminars provided by certified Child Life Specialists.
- Occasionally attend and participate in monthly child life staff meetings.
- Supervise college and community volunteers.
- Observe and assist in the facilitation of special events, entertainers, and visitors coming to the hospital.
Duke Children’s Internship Application

Name _________________________________________ Date __________________

Permanent Address _______________________________________________________

__________________________________________________________________________

Current Address __________________________________________________________

__________________________________________________________________________

Current Telephone # _____________________________ Email __________________

University or College ______________________________________________________

Major _________________________________________________________________

Degree sought BS/BA MS/MA (circle one)

Expected Graduation Date ____________________________

Academic/Internship Advisor _______________________________________________

Telephone # __________________ Email Address ________________________________

Contact name, address, email, and telephone # for affiliation agreement __________

__________________________________________________________________________

Which Internship are you applying for?

Spring (January – April) Fall (September – December)
In 200 words or less, answer the questions below.

1. List 4 personal/professional goals you would like to accomplish during your child life internship. How do you envision this internship contributing to your goals?

2. What makes Child life different from other psychosocial professions in the hospital?

3. Describe a challenge you have faced during your school or field work experience, and tell us how you overcame it.