



Pediatric Support & Child Life Services Child Life Internship Program

- Application for Internship
- Internship Semester Deadlines and Requirements

Kapi‘olani Medical Center for Women & Children Pediatric Support & Child Life Services Child Life Internship Program

In order for your application to be considered, all of the following materials **MUST** be received by the deadline for the semester you wish to complete your internship. It is your responsibility to ensure that all materials are received on time.

Semester Deadlines:

Internship Session:	Application Deadlines:	Internship Dates:*
Fall	May 5th	August/September - December
Winter/Spring	September 5th	January/February - May
* Dates typically run during these months, but are subject to change		

Application Process:

All completed applications will be reviewed. Applicants will be contacted shortly after the deadline. One or two interns are accepted each semester depending on staffing availability.

Required Materials:*

- (1) Completed application form (photograph optional)
- (2) Vita or resume
- (3) Letter of interest – describe the role of a Child Life Specialist and provide an example of an intervention in a hospital setting.
- (4) A minimum of three letters of recommendation
- (5) Official transcripts of completed coursework. Please include undergraduate and graduate work, if applicable.
- (6) A copy of a completed coursework review from the child life council. Please see www.childlife.org for more information

* Please note that mail to Hawaii may take longer than on the Continental United States. Allow several extra days for transit.

Kapi‘olani Medical Center for Women & Children Pediatric Support & Child Life Services Child Life Internship Program

Kapi‘olani Medical Center for Women & Children’s Pediatric Support & Child Life Services Internship program is a comprehensive 14-15 week educational experience designed to prepare a student for the Child Life profession. Students will complete a minimum of 480 hours (40 hours/week) and work some evening and weekend hours. Coverage is primarily from 8:30 am - 5:00 pm.

Internship Objectives:

Internship objectives are based on the Child Life competencies as defined by the Child Life Council. Emphasis is also placed on developing cross-cultural skills necessary for working with the diverse populations found in Hawaii.

The internship will focus on developing skills in the following areas:

1. Lifespan Development
2. Assessment of developmental and psychosocial vulnerabilities
3. Communication with patients, families, and multidisciplinary staff
4. Therapeutic play
5. Coping with hospitalization
6. Preparation and support for medical experiences
7. Documentation in medical record
8. Patient and family centered care
9. Palliative care and bereavement support/services
10. Professional development and administration

Program Features:

Kapi‘olani Medical Center for Women & Children’s Pediatric Support & Child Life Services program offers the opportunity to work with five different pediatric populations which include:

1. General medical-surgical
2. Oncology/Hematology
3. Adolescents
4. Intensive care/advanced pediatric patients
5. Ambulatory

Interns will have the opportunity to shadow Certified Child Life Specialists as well as have opportunities to work independently. Intern progress/evaluation will be completed through periodic self-evaluations, weekly meetings with direct supervisor, and formal evaluations at the midterm and upon completion of the internship.

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Requirements Prior to Start of Internship:

It is the student's responsibility to comply with Hawaii Pacific Health's health clearance and orientation requirements. Please contact Human Resources, Workforce Planning to initiate the following:

1. Health clearance process
2. Non Employee Orientation appointment
3. Documentation of valid CPR certification
4. Employee Health appointment for respiratory mask fit testing
5. Determination whether an affiliation agreement is required
6. Documentation of liability insurance coverage

If you need to purchase an individual policy for student liability insurance during your internship, please contact Marsh Affinity at 1-800-503-9230 or www.proliability.com

Their address: Marsh Affinity
75 Remittance Drive, Suite 1788
Chicago, IL 60675

Their fax number: 1-515-365-6338

Click on the drop down box and go to student then click continue. A page will come up that states Step 1 and Step 2. Under Step 1 click on student (non-physicians). Under Step 2 click on no association/association not listed then click learn more. The professional liability (student) page will come up. Click on the forms and links tab then on the insurance applications and brochure link, student (all states). Print out the application. Look for the other section on the application. Check the box and write in Child Life Specialist. Send the application and a copy of the internship curriculum to them. Please keep in mind that it may take 2-4 weeks for your application to be processed.

Housing and Transportation:

Kapi'olani Medical Center for Women & Children does not provide housing. Students will need to make their own arrangements for housing during their internship. A quick internet search may provide you with some useful websites. Our local newspapers, The Honolulu Advertiser or The Star Bulletin might be a great place to start.

Students will also need to be sure that they have appropriate transportation to and from the hospital. If you are driving, please allow ample time to find parking in the area. Parking can be a challenge. It is expected that students will arrive for their internship on time and ready to work.

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More about Kapi‘olani Medical Center for Women & Children:

Oahu

Kapi‘olani Medical Center for Women & Children is the designated tertiary care and perinatal center for the Pacific Basin. Located on the island of Oahu, the hospital is a 75 pediatric bed facility (excluding neonates and newborns). Three quarters of the state’s population reside on Oahu which is why the island is called “The Gathering Place.” A cultural “melting pot,” Hawaii is home to many different ethnic groups. Polynesian, Asian, and other cultural groups have contributed to the local culture’s cuisine and customs. The hospital is just minutes away from downtown Honolulu and Waikiki Beach.

Weather

Year round subtropical weather is the norm in Hawaii. Temperatures range from the low 70s at night to the 80s during the day. Trade winds keep the climate pleasant and comfortable. Oahu gets about 25 inches of rain per year.

Recreation

The continual summer climate makes Hawaii perfect for many beach and outdoor activities. There are many beaches in Hawaii offering snorkeling, swimming, and surfing. Numerous cultural opportunities are available year round including hula exhibitions and concerts in the park. The proximity of six other Hawaiian islands allows visitors to discover the island’s diversity and beauty.

Lifestyle

Cost of living in Hawaii is comparable to Los Angeles and Chicago. Items that are manufactured or grown elsewhere are more expensive, however, thriving industries supply many home grown products. The year round subtropical climate provides for a casual lifestyle.

Kapi‘olani Medical Center for Women & Children Pediatric Support & Child Life Services Child Life Internship Application

Please print. All applicants must complete sections that are applicable.

I. PERSONAL INFORMATION

Last Name	First	Middle
Address	City	State, Zip
Telephone Number	Alternate Number	Best Time to Contact

How did you hear about this internship?

SCHOOL FRIEND CHILD LIFE COUNCIL INTERNET

Have you previously worked at Kapi‘olani Medical Center for Women & Children, Kapi‘olani Medical Center at Pali Momi, or Hawaii Pacific Health system?

NO YES If yes, when?

Have you ever been arrested or convicted of a felony substantially related to the functions and responsibilities of the position for which you are applying? (Note: A criminal abstract may be required for jobs involving the handling of cash, security, or unsupervised contact with other employees or patients.)

NO YES

For which semester of internship are you applying?

FALL SPRING/WINTER

II. EDUCATION

	High School	Undergraduate	Graduate/Professional
Name of Institution			
Years Completed	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree			
List any specialized skills			

III. PREVIOUS EXPERIENCE

List your most recent employer first. If additional space is required, please attach a separate sheet to your application.

Employer:	
Address:	
Telephone Number:	
Job Title:	
Dates of Service:	
Work Performed:	
Supervisor's Name/Title:	
Reason for Leaving:	

Employer:	
Address:	
Telephone Number:	
Job Title:	
Dates of Service:	
Work Performed:	
Supervisor's Name/Title:	
Reason for Leaving:	

Employer:	
Address:	
Telephone Number:	
Job Title:	
Dates of Service:	
Work Performed:	
Supervisor's Name/Title:	
Reason for Leaving:	

IV. SPECIAL SKILLS AND QUALIFICATIONS

Summarize special job related skills and qualifications acquired from previous employment or other experience.

V. REFERENCES

List name, address, and telephone number of three references who have observed you working with children. References should not be related to you.

	Name	Address	Telephone Number
1			
2			
3			

VI. ADDITIONAL INFORMATION

Please list any special training, noteworthy achievements of fluent languages:

Please list any professional organizations you are a member of (include expiration dates):

Please list any additional information you feel may be helpful to us in considering your application:

Please contact the Pediatric Support & Child Life Services department directly if you have any questions or concerns regarding this application or the internship program at 808-983-8320.

Kapi'olani Medical Center for Women & Children does not discriminate on the basis of race, creed, ancestry, color, religion, sex, national origin, age, marital status, or disability. We reserve the right to not offer the internship every semester.

Please return your completed application and materials to:
 Kapi'olani Medical Center for Women & Children
 Pediatric Support & Child Life Services
 Attn: Michelle Jackson BS, CCLS, Child Life Specialist
 1319 Punahou Street
 Honolulu, Hawaii 96826