Dear Applicant,

We are pleased that you are interested in the Child Life internship experience at Huntsville Hospital for Women and Children. We accept one intern for each 15-week internship in the fall and the spring. The completed application packet which should be postmarked by the appropriate deadline will include the following:

- Completed common internship application
- Documentation of practicum hours (100 or more under the supervision of a Certified Child Life Specialist)
- Documentation of 100 hours of experience with well infants, children, youth and/or families (e.g. Boys & Girls Club, Big Brothers/Big Sisters, YMCA)
- Completed recommendation forms from each of the following:
  - Professor
  - Certified Child Life Specialist who has supervised your work
  - Other
- Current copy of academic transcript(s) (official or unofficial)
- Resume
- Official course review from the Child Life Council/completed academic course work portion of the eligibility assessment

Packet should be addressed to:  Michelle Townsend Barksdale, MS, CCLS  
Child Life Program  
Huntsville Hospital for Women and Children  
245 Governors Drive SE  
Huntsville, AL  35801-3784

Following review of your completed application packet, you may be contacted for an interview. Selection is based on course work, GPA, letters of recommendation, and the personal interview.

If you have questions, please contact me at michelle.barksdale@hhsys.org or (256) 265-7969.

Sincerely,

Michelle Townsend Barksdale  
Clinical Internship Coordinator

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<thead>
<tr>
<th>Internship Session</th>
<th>Application Deadlines</th>
<th>Initial Offer Dates</th>
<th>Initial Acceptance Dates</th>
<th>2nd Offer Date</th>
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<tbody>
<tr>
<td>Fall</td>
<td>March 15</td>
<td>2nd Tuesday of May</td>
<td>Following Wednesday</td>
<td>Following Thursday</td>
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<tr>
<td>Winter/Spring</td>
<td>September 5</td>
<td>2nd Tuesday of October</td>
<td>Following Wednesday</td>
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We follow this year’s dates given by the Child Life Council.
The Child Life Program at Huntsville Hospital for Women and Children was established in July 1983 with funds and volunteers from the Junior League. The program functioned as a play and entertainment program until 1999. Presently, we are staffed by four full-time and two part-time Certified Child Life Specialists. We cover the following areas: Pediatric floor, Pediatric Intensive Care Unit, St. Jude affiliate clinic, Special Procedures, Pediatric Pre-op, Radiology, Pediatric Emergency Room, and Neonatal Intensive Care Unit on a consult basis.

Descriptions of areas served by the Child Life Program are as follows:

**Pediatric Floor** – There are 37 inpatient beds on the pediatric unit. Diagnoses include: cystic fibrosis, sickle cell anemia, diabetes, sepsis, asthma, trauma, general surgery, orthopedic surgery, seizure disorders, gastrointestinal disorders, and ENT surgeries. There are two activity rooms on this unit: (1) for younger patients with toys, mats, mirror for infants, easel, and a kitchen play area and (2) for school-age/adolescents with a computer, *Touch 2 Play* game, and video games. Board games and craft activities are provided for all age groups.

**Pediatric Intensive Care Unit (PICU)** – This is an 11-bed unit. In addition to preparation and support, sibling preparation for visits and family bereavement support are provided.

**Pediatric Emergency Department (ER)** – The pediatric emergency department has 16 rooms and treats approximately 31,000+ patients yearly. The child life specialist provides preparation and support for procedures and activities for waiting times.

**Pediatric Pre-op** – A child life specialist prepares patients and families for the surgery experience. A “live” pre-surgery tour is offered weekly and a virtual preparation tour is offered on the hospital website ([www.huntsvillehospital.org](http://www.huntsvillehospital.org)).

**Special Procedures** – A child life specialist provides preparation and support for pediatric patients undergoing gastroenterological procedures.

**St. Jude Affiliate Clinic** – A child life specialist provides interaction, preparation, support, and activities for the children that are undergoing treatment for cancer and blood disorders.

**Radiology** – A child life specialist provides preparation, support, and activities for children having radiological procedures.

**Neonatal Intensive Care Unit** – A child life specialist visits patients, siblings, and families on a consult basis. The child life specialist provides developmental play for patients to reach milestones, support and preparation for siblings, support for families, and is part of the palliative care team.

**Other responsibilities of Child Life Specialists:**
- supervise volunteers
- facilitate community group visits
- provide staff in-services
- represent hospital at events for children and youth
Upon acceptance into the Internship Program, student must provide written documentation of the following required items:

- CPR Certification
- Health Insurance
- Professional Liability Insurance
- Negative TB skin test within the past three months. If there is a history of a positive TB skin test, then provide a chest x-ray within the past year
- Varicella (chicken pox) titer drawn
- MMR vaccination
- Completed series of three Hepatitis-B vaccine or informed refusal of the vaccine
- It is recommended the student receive a tetanus/diphtheria booster if ten years have elapsed since last booster
Child Life Program at
Huntsville Hospital for Women and Children
Internship Goals and Objectives

- To gain understanding of the impact of hospitalization on the emotional and developmental needs of children and their families
- To become acquainted with the needs of hospitalized children and to recognize creative and flexible programming to meet these needs
- To be an advocate for children and their families
- To prepare patients for medical experiences through the use of developmentally appropriate visual aids, medical equipment, and teaching puppets or dolls
- To gain a basic working knowledge of medical procedures, terminology, and the roles of other professionals within the hospital setting
- To evaluate oneself under the guidance of professionals and to be measured by professional standards
- To demonstrate knowledge of normal growth and development in children
- To demonstrate the ability to plan and implement a group play session
- To enhance one’s interpersonal and communication skills
- To articulate the rationale of therapeutic play
- To begin the transition from student to professional
- To equip patients with coping, learning, and mastery skills
- To recognize the diversity of individual and family strengths and needs, acknowledging their support systems and community links
The Child Life Program at Huntsville Hospital for Women and Children
Internship Requirements

- Case study (including disease review)
- Journal
- Mock interview
- Intern project (with presentation)
- Article reviews
- Medical terminology
- In-services which include modules established by the Child Life Council
- Assignments directly related to the learning modules established by the Child Life Council
- Visit other disciplines within the hospital
- Visit other child life programs in the vicinity
- Daily debriefing with rotation supervisor
- Weekly debriefing with internship supervisor
- Evaluations (each rotation, mid-term, final, and self)
Applicant_______________________________Date_______________________

The above individual has applied for acceptance into the Child Life internship program at Huntsville Hospital for Women and Children. This individual will be gaining experience within the environment of a medical facility that serves a pediatric population.

<table>
<thead>
<tr>
<th></th>
<th>Outstanding</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Weak</th>
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<tbody>
<tr>
<td>1. Maturity</td>
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<td>2. Problem solving skills</td>
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<td>3. Ability to accept</td>
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<td>guidance and supervision</td>
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<td>and independently</td>
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<td>5. Motivation to learn</td>
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<td>6. Interpersonal skills:</td>
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<td>a. Adults</td>
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<td>b. Children</td>
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<td>7. Communication skills</td>
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<td>a. Adults</td>
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<td>b. Children</td>
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<td>c. Written</td>
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Please share with us why you are recommending this individual for a child life internship. What contributions do you feel he/she will make in the field of child life? (You may attach additional comments on another sheet.)

____________________________________________________________________________________
____________________________________________________________________________________

Name______________________________  Position_____________________________

How long have you known the applicant?__________

In what context?_________________________  Phone Number____________________

May we contact you for further information?_____________

E-mail Address_________________________

Return to student in sealed envelope.