DEAR PROSPECTIVE STUDENT:

Thank you for your interest in the Child Life Internship Program at Kapi‘olani Medical Center for Women & Children. Our hospital is the only pediatric specialty hospital in the state of Hawai‘i and the Pacific Region. Our internship offers students the opportunity to participate, plan and implement developmentally appropriate social emotional care for infants, children, teens/young adults and their families under the supervision of a Certified Child Life Specialist.

This is a full-time training opportunity that is offered twice a year between August/September to December and January/February to May. All applicants must meet the Child Life candidate requirements which can be found on the Association of Child Life Professionals website (Childlife.org).

All complete applications will be reviewed, and qualified candidates will be contacted to schedule an interview by phone, video conferencing or in person. One or two interns are accepted each semester depending on supervisor availability. If you have any further questions please feel free to contact us at 808-983-6340 or email Megan Yee, CCLS at megan.yee@kapiolani.org

Sincerely,

Heather Tamaye  
Lead Child Life Specialist
Kapi'olani Medical Center for Women & Children’s Pediatric Support and Child Life Services Internship Program is a comprehensive educational experience designed to prepare a student for the Child Life profession. This program will require students to work some evening and weekend hours.

**INTERNSHIP OBJECTIVES:**

Internship objectives are based on the Child Life competencies as defined by the Association of Child Life Professionals.

The program 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 and Child Life Services program offers experiences with:

1. General medical-surgical population
2. Oncology/Hematology population
3. Emergency Department
4. Adolescents
5. Intensive Care pediatric population
6. Ambulatory population
7. Child Life programming
8. Educational support services for patients
9. Integrative Services (Healing Touch, Reiki, Aromatherapy)

Students will have the opportunity to shadow Certified Child Life Specialists as well as have opportunities to work independently. Progress will be observed through periodic self-evaluations, weekly meetings with direct supervisors and assessments at the midterm and upon completion of the quality improvement project.
In order for your application to be considered, all of the following materials MUST be postmarked by the application deadline. All required materials must be submitted together in a single packet. Incomplete applications will not be reviewed. It is your responsibility to ensure that all materials are received on time.

**NOTE:** We are currently accepting both university-affiliated and independent applicants. A practicum is not required prior to application.

### SESSION DEADLINES

<table>
<thead>
<tr>
<th>Internship Session</th>
<th>Application postmarked by</th>
<th>Offer deadline</th>
<th>Internship Dates*</th>
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</thead>
<tbody>
<tr>
<td>Fall</td>
<td>March 15th</td>
<td>First Week of May</td>
<td>August/September – December</td>
</tr>
<tr>
<td>Winter/Spring</td>
<td>September 5th</td>
<td>Second Week of October</td>
<td>January/February – May</td>
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*Dates are subject to change based upon the deadlines set by the Association of Child Life Professionals.

### APPLICATION MATERIALS CHECKLIST

- Cover letter stating:
  - Reason for applying to an internship at this hospital
  - Any specific goals and areas of interest? And why?
- Completed Common Child Life Internship Application (photograph optional). Please include the following forms if applicable:
  - Confirmation of Child Life Course In-Progress
  - Confirmation of Child Life In-Progress: Additional Required Courses
  - Confirmation of Child Life Practicum In-Progress
  - Optional: Verification of Related Experiences Hours
- CV or Resume (please include hobbies, personal interests and skills)
- A minimum of three letters of recommendation.
  Optional to include Child Life Internship Candidate Common Recommendation form in addition to the formal letter.
- Official transcripts of completed coursework.
  Please include undergraduate and graduate work, if applicable.
- A copy of your official ACLP Eligibility Assessment Report. Please see Childlife.org for more information.

Please return your completed application and materials to:
Kapi‘olani Medical Center for Women & Children
Attn: Child Life Services/Playroom
1319 Punahou Street
Honolulu, Hawai‘i 96826
Preferred Contact Information

Please print this page and put on the top of your application.

Last Name       First Name       Middle Name/Initial

Phone Number       Email Address

Mailing Address       City       State       Zip Code

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. Have you previously worked at Kapi‘olani Medical Center for Women & Children or the Hawai‘i Pacific Health system?
   □ NO
   □ YES If yes, when? __________________________

2. 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 If yes, when? __________________________

3. For which semester of internship are you applying?
   □ FALL       □ SPRING/WINTER

4. Have you previously applied to this internship?
   □ NO
   □ YES If yes, when? __________________________

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