



Child Life Services Internship Program

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 once a year between August/September to December. 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. Due to the large number of applications received, we are unable to provide individual notification or feedback to applicants not chosen for interviews/internships. We will be contacting all applicants that have been selected to move forward with an interview.

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,

Megan Yee
Lead Child Life Specialist

Program Objectives and Description

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 may 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

PROGRAM FEATURES

Kapi'olani Medical Center for Women & Children's Pediatric Support and Child Life Services program offers potential 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. Integrated Services (Healing Touch, Reiki, Aromatherapy)

Students will have the opportunity to shadow Certified Child Life Specialists as well as to work independently. Progress will be observed through evaluations, weekly meetings with direct supervisors, assignments and assessments.

SESSION DEADLINES

Our program offers one session per year in the Fall.

Internship Session	Application postmarked by	Offer Deadline	Internship Dates*
Fall	March 15th	First week of May	Aug/Sept - Nov/Dec

*Dates are subject to change based upon the deadlines set by the Association of Child Life Professionals.

Application Materials

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.

We are currently accepting both university-affiliated and independent applicants.

PREREQUISITE REQUIREMENTS

Prior to applying, qualified candidates must have:

- Completed a four-year degree in a field relevant to Child Life. Graduate students in-progress are accepted.
- Completed a Child Life practicum that follows the ACLP recommended standards.
- Earned a minimum cumulative 3.5 GPA in your highest level of education.
- Completed at least 100 hours of experience with well children in a non-medical or health related setting.

**Hours must be documented by Verification of Related Experience Hours form*

APPLICATION MATERIALS CHECKLIST

The items below should be sent in your application packet in the following order:

Preferred Contact Information Page

See following page

Supplemental Essay Questions:

In lieu of a cover letter, please respond to the following prompts. (500 word max. per prompt)

1. Choose one experience from your resume to elaborate on:
 - Your role and responsibilities.
 - What you learned about yourself, professionally and personally.
 - How you plan to integrate this knowledge into an internship at Kapiolani.
2. Tell us why we should accept you:
 - Detail how you will contribute to our program.
 - Share what makes you a unique candidate.
3. Our child life program at KMCWC values increasing diversity, equity and inclusion. What actions have you taken to become more culturally competent? Please describe how these experiences have been influential to you.

CV or Resume *(please include hobbies, personal interests and skills)*

Two formal letters of recommendation:

- One from a professional source.
- One from an educational source.

Addressing the following prompts:

- Describe this candidate's learning process.
- Please share this candidate's top three strengths and examples of how they demonstrate them.

Child Life Internship Candidate Common Recommendation forms in addition to your formal letters.

Completed Common Child Life Internship Application

(photograph optional)

Please include the following forms only 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
- Verification of Child Life Practicum Experience Hours **(REQUIRED)**
- Verification of Related Experience Hours **(REQUIRED)**

A copy of your official ACLP Eligibility Assessment Report. *Please see childlife.org for more information.*

We are no longer requiring candidates to send transcripts (official or unofficial). Official transcripts will be required upon offer of an internship.

Please return your completed application and materials to:

Kapi'olani Medical Center for Women & Children
Attn: Child Life Services/Playroom
1319 Punahou Street
Honolulu, Hawaii 96826

Preferred Contact Information

INTERNSHIP SESSION

Fall

First Name: Last Name: Middle Initial:

Phone: Email : GPA:
Highest level of education

Current 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

3. Have you previously applied to this internship?

- NO
 YES If yes, when? _____