



Dear Child Life Practicum Applicant:

Thank you for your interest in our Practicum program. We are pleased to send you an application packet. This packet includes a description of our Practicum program, an application, a background check consent form and information about our hospital.

We offer a Practicum three times a year: Spring, Summer, and Fall Semesters. The Practicum is a 12 week, 120 hour program. Child Life Practicum students may be required to work a holiday depending on selected rotation. The student may work some evenings and weekends as well.

The Practicum curriculum incorporates Child Life programming challenges and strategies to address current health care issues. Benefits to the students are opportunities to observe hospitalized children and youth, increased comfort with hospital environment, increased practical knowledge of child life, and access to in-service training.

Please return completed application by:

For Practicum Starting:	Application Deadline:
January (Spring)	October 31
June (Summer)	March 31
September (Fall)	June 30

****Please note there will be no Fall 2012 session**

Qualified applicants will be contacted and a telephone interview arranged. Additional pertinent information will be provided upon acceptance.

Thank you for your interest in our program.

Sincerely,

Gloriane Kabat, CCLS
Director Child Life and Education

**Arkansas Children's Hospital
Child Life and Education Department
Practicum Application**

Name:	Social Security Number:
Current Address:	Home Phone:
	Work Phone:
Home Address:	
	Email Address:
Emergency Contact:	
Name:	Phone:

Application for (circle one):	Spring	Summer	Fall
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University or College:	
Major:	Minor:
GPA:	Date of Graduation:
Are you completing this practicum for credit?	
If yes, how many hours will you be receiving?	
Academic Supervisor:	
Department:	
Address:	
Phone:	

Are you a member of Child Life Council?
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Have you ever been convicted of a felony?
If yes, please describe the nature of the offense and the punishment you received:

Arkansas Children's Hospital Child Life & Education Department Practicum Information Packet

Arkansas Children's Hospital Mission Statement:

In order to enhance, sustain, and restore health and development of children, Arkansas Children's Hospital provides excellent clinical services, teaching, and research. ACH is committed to working with others to achieve high quality, cost-effective, fully accessible services for Arkansas' most precious resource, our children, without regard to race, religion, or inability to pay.

Child Life and Education Mission Statement:

The Child Life and Education Department mission is to advocate for and assist in meeting the psychosocial needs of patients and families. The Child Life and Education staff enhance the psychological and emotional well-being of patients and families, through developmental and therapeutic activities, continued education, and preparation for medical events in both outpatient and inpatient areas.

Hospital Overview:

Arkansas Children's Hospital is a 316-bed acute-care pediatric hospital. Patients range in age from 0-21 years. Our regional burn center and heart center provide services for patients of all ages, as well.

Child Life and Education Overview:

The Child Life and Education Department was established in 1981 and currently has 6 playrooms, 1 teen activity room, and 2 classrooms. There are 16 Child Life Specialists, 4 School Teachers, 5 Patient Activity Specialists, a Director, an Assistant Director, and a Program Coordinator.

Practicum Overview:

Arkansas Children's Hospital's Child Life and Education Department offers a 12-week Child Life Practicum. Practicum students must be at a sophomore level in college or beyond. Students must complete a minimum of (2) five hour-rotations per week. This program is designed to meet the individual learning needs and goals of its practicum students. These goals/needs will be met through various learning opportunities such as:

- Become familiar with the child life profession.
- Develops communication skills with children/families in the health care setting, as well as with other health care professionals.
- Recognizes and understands children's/adolescent's reactions to stress, illness, and pain.
- Recognizes the value of play and psychosocially supportive interventions.

- Learns to plan and facilitate a variety of activities for groups of children of diverse ages and capabilities, as well as for individual children or teens and practices these skills in activity centers and at bedside.
- Gains knowledge of medical terminology, diagnoses, and procedures.
- Sets goals for learning and evaluates own performance.
- Begins to develop professional attitudes, growth, maturity, and judgment by functioning as a member of the health care team.

Rotations:

There will be several clinical rotations under the guidance and supervision of a Patient Activity Specialist and Child Life Specialist. Practicum students may have the opportunity of working some weekends, evenings, and holidays. Practicum students will complete 3 four week rotations. The first rotation will be based out of the activity areas and supervised by the Patient Activity Specialists. Second and third rotation the student will be assigned to a specific area and supervised by a Child Life Specialist.

Rotation Opportunities:

1st Rotation: Playroom/Teen Room based (days, evenings or weekends)

2nd Rotation:

- Orthopedic and Post Surgical
- Ambulatory Surgery Center
- General Medicine and Neuroscience
- Infant Toddler

3rd Rotation:

- Adolescent Medicine
- Emergency Department
- Heart Center
- Radiology
- Rehabilitation
- Hematology/Oncology

Practicum's are offered three times yearly, beginning in January, June, and September. See below for deadline dates.

For Practicums Starting:	Application Deadline:	Applicant Notifications By:
January	October 31	December 1
June	March 31	May 1
September	June 30	August 1

Qualifications

Interpersonal Skills

Applicants must have well-developed communication skills and be able to build a positive trusting relationship with both children and adults. Adaptability and flexibility are essential qualities needed as well.

Academic

Applicants must be a sophomore or beyond of an accredited college or university. The applicant's curriculum should reflect courses that lead to an understanding of growth and development across the lifespan and family theories.

Experience:

Experience with children in an individual and group basis is preferred; experience with hospitalized children and families is a bonus.

Requirements:

All Practicum students will be required to complete:

- Practicum student application
- Criminal background check
- TB test
- Attend Volunteer Orientation

Application Process:

Application packet **must** include:

- Completed application
- 3 letters of reference
- Resume
- Signed consent for background investigation

Completed application and packet should be mailed to the address below:

Practicum Coordinator
Child Life & Education Department - Slot 804
1 Children's Way
Little Rock, Arkansas 72202



PROFILE

****PRINT LEGIBLY – NOT DOING SO WILL ONLY HOLD UP YOUR PROCESS****

Full Name: _____

Maiden name (s) _____

Present address _____ How long?

City/State/Zip _____

Former Address _____ How long? _____

City/State/Zip _____

Date of Birth _____ Social Security number

Driver's License Number _____ State issued

Email address (to be used if HireRight needs to contact you)

CONSUMER DISCLOSURE AND AUTHORIZATION FORM

Disclosure Regarding Background Investigation

Arkansas Children's Hospital (the "Company") may request, for lawful employment purposes, background information about you from a consumer reporting agency in connection with your employment or application for employment (including independent contractor assignments, as

applicable). This background information may be obtained in the form of consumer reports and/or investigative consumer reports (commonly known as “background reports”). These background reports may be obtained at any time after receipt of your authorization and, if you are hired or engaged by the Company, throughout your employment or your contract period.

HireRight, Inc., or another consumer reporting agency, will prepare or assemble the background reports for the Company. HireRight, Inc. is located and can be contacted by mail at 5151 California, Irvine, CA 92617, and HireRight can be contacted by phone at (800) 400-2761.

The types of information that may be obtained include, but are not limited to: social security number verifications; address history; criminal records and history; public court records; driving records; accident history; worker’s compensation claims; bankruptcy filings; educational history verifications (e.g., dates of attendance, degrees obtained); employment history verifications (e.g., dates of employment, salary information, reasons for termination, etc.); personal and professional references checks; professional licensing and certification checks; drug/alcohol testing results, and drug/alcohol history in violation of law and/or company policy; and other information bearing on your character, general reputation, personal characteristics, mode of living and credit standing.

This information may be obtained from private and public record sources, including, as appropriate: government agencies and courthouses; educational institutions; former employers; personal interviews with sources such as neighbors, friends and associates; and other information sources. If the Company should obtain information bearing on your credit worthiness, credit standing or credit capacity for reasons other than as required by law, then the Company will use such credit information to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being evaluated.

You may request more information about the nature and scope of any investigative consumer reports by contacting the Company. A summary of your rights under the Fair Credit Reporting Act is also being provided to you.

ADDITIONAL STATE LAW NOTICES

If you are a California, Maine, Massachusetts, New York or Washington State applicant, employee or contractor, please also note:

CALIFORNIA: Pursuant to section 1786.22 of the California Civil Code, you may view the file maintained on you by HireRight during normal business hours. You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication services, by appearing at HireRight’s offices in person, during normal business hours and on reasonable notice, or by mail. You may also receive a summary of the file by telephone, upon submitting proper identification. HireRight has trained personnel available to explain your file to you, including any coded information. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification.

MAINE: You have the right, upon request, to be informed of whether an investigative consumer report was requested, and if one was requested, the name and address of the consumer reporting agency furnishing the report. You may request and receive from the Company, within five business days of our receipt of your request, the name, address and telephone number of the nearest unit designated to handle inquiries for the consumer reporting agency issuing an investigative consumer report concerning you. You also have the right, under Maine law, to request and promptly receive from all such agencies copies of any such reports.

MASSACHUSETTS: If we request an investigative consumer report, you have the right, upon written request, to a copy of the report.

NEW YORK: You have the right, upon request, to be informed of whether or not a consumer report was requested. If a consumer report is requested, you will be provided with the name and address of the consumer reporting agency furnishing the report. You may inspect and receive a copy of the report by contacting that agency. Attached below is additional information about New York law.

WASHINGTON STATE: If the Company requests an investigative consumer report, you have the right, upon written request made within a reasonable period of time after your receipt of this disclosure, to receive from the Company a complete and accurate disclosure of the nature and scope of the investigation requested by the Company. You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

Authorization of Background Investigation

I have carefully read and understand this Disclosure and Authorization form and the attached summary of rights under the Fair Credit Reporting Act. By my signature below, I consent to preparation of background reports by a consumer reporting agency such as HireRight, Inc., and to the release of such background reports to the Company and its designated representatives and agents, for the purpose of assisting the Company in making a determination as to my eligibility for employment (including independent contractor assignments, as applicable), promotion, retention or for other lawful employment purposes. I understand that if the Company hires me or contracts for my services, my consent will apply, and the Company may obtain background reports, throughout my employment or contract period.

I understand that information contained in my employment or contractor application, or otherwise disclosed by me before or during my employment or contract assignment, if any, may be used for the purpose of obtaining and evaluating background reports on me. I also understand that nothing herein shall be construed as an offer of employment or contract for services.

I hereby authorize law enforcement agencies, learning institutions (including public and private schools and universities), information service bureaus, credit bureaus, record/data repositories, courts (federal, state and local), motor vehicle records agencies, my past or present employers, the military, and other individuals and sources to furnish any and all information on me that is requested by the consumer reporting agency.

By my signature below, I also certify the information I provided on and in connection with this form is true, accurate and complete. I agree that this form in original, faxed, photocopied or electronic (including electronically signed) form, will be valid for any background reports that may be requested by or on behalf of the Company.

California, Minnesota or Oklahoma applicants only: Please check this box if you would like to receive (whenever you have such right under the applicable state law) a copy of your background report if one is obtained on you by the Company.

Applicant Last Name _____ First _____ Middle _____

Applicant Signature _____ Date _____

**NEW YORK CORRECTION LAW
ARTICLE 23-A**

**LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY
CONVICTED OF ONE OR MORE CRIMINAL OFFENSES**

Section 750. Definitions.

751. Applicability.

752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.

753. Factors to be considered concerning a previous criminal conviction; presumption.

754. Written statement upon denial of license or employment.

755. Enforcement.

§750. Definitions. For the purposes of this article, the following terms shall have the following meanings:

(1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission.

(2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.

(3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.

(4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.

(5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.

§751. Applicability. The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any

right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

§752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited. No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

(1) There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or

(2) the issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

§753. Factors to be considered concerning a previous criminal conviction; presumption.

1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:

(a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.

(b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.

(c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.

(d) The time which has elapsed since the occurrence of the criminal offense or offenses.

(e) The age of the person at the time of occurrence of the criminal offense or offenses.

(f) The seriousness of the offense or offenses.

(g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.

(h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.

2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

§754. Written statement upon denial of license or employment. At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public

agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

§755. Enforcement.

1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.

2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.

**ARKANSAS CHILDREN'S HOSPITAL
CHILD LIFE AND EDUCATION DEPARTMENT**

PRACTICUM AGREEMENT

The following constitutes a Child Life and Education practicum agreement between _____ and Arkansas Children's Hospital.

1. Term of Agreement

The term of this agreement shall commence on _____, and shall continue in effect until _____. The agreement shall continue and remain in force until canceled by either party at anytime during that period, with or without cause, giving 48 hours notice to the other party.

2. Description of Practicum Program

Arkansas Children's Hospital's Child Life and Education Department administers a full-time Child Life Practicum Program. It is the student's responsibility to check with the college or university of his or her choice regarding credits. ACH does not guarantee that credits will be acknowledged by all colleges. It is the student's responsibility to check with the college or university of his or her choice regarding credits. ACH does not guarantee that credits will be acknowledged by all colleges. The program is designed to meet the individual learning goals and needs through various learning opportunities. Learning opportunities shall include:

- a. Orientation to departmental and hospital policies and procedures
- b. Daily clinical interactions with patients/families
- c. Classes/seminars related to Child Life activities
- d. Completion of practicum assignments

3. Practicum Duration

The Child Life Practicum shall extend for a period of twelve (12) weeks.

The parties hereby agree Arkansas Children's Hospital shall make practicum assignments as it deems appropriate to meet the individual goals/needs of the student.

4. Practicum Requirements

Practicum students must be a sophomore of an accredited college or university.

Practicum student's grade point average must be a 2.5 on a 4 point scale.

5. Documentation

Interns must provide documentation that the following immunizations are up-to-date: measles, mumps, rubella (MMR), diphtheria/Tetanus (DT), and proof of TB screen within past twelve (12) months.

6. Practicum Student Responsibilities

Students in the Child Life Practicum Program shall comply with all applicable Arkansas Children’s Hospital policies and procedures. It shall be the responsibility of the Arkansas Children’s Hospital to orient interns to these policies and procedures as may be necessary to perform under the supervision of Child Life and Education while rendering services in the course and scope of practicum under this agreement.

Practicum students are responsible for his/her housing and transportation arrangements.

7. Non-Discrimination

In accordance with applicable state and federal laws regarding discrimination, ACH will not discriminate based on race, color, creed, national origin, religion, sex, age or disability in selection of students for participation in the program or as to any aspect of the clinical experiences made available.

8. Confidentiality

In accordance with ACH policy, the intern will maintain confidentiality of all patient information obtained while participating in clinical activities.

9. Published Materials

Practicum students will obtain prior written approval from ACH before publishing any material related to learning experience provided under the terms of this agreement.

Agreed and Accepted

I hereby agree and accept the provisions outlined in this agreement. I understand that my acceptance into the practicum program is in no way an employment agreement, nor a guarantee of employment upon completion of the twelve (12) week program. No representative of the hospital has the authority to vary this arrangement. I also agree that nothing in the hospital’s policies, rules, regulations or handbook changes this relationship, nor may it be construed as an employment contract. I have reviewed the requirements of the program and attest that I am able with or without accommodation to perform the essential functions of the practicum duties.

Child Life Director	Practicum Applicant
Signature:	Signature:
Date:	Date: