## Child Life Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Department</th>
<th>Office</th>
<th>Email</th>
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<tbody>
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Dear Applicant,

Thank you for your interest in our Child Life Internship program at SSM Health Cardinal Glennon Children’s Hospital. We offer a 640 hour (16 week) comprehensive internship for Fall and Spring semesters. Our program is designed for students in the discipline of child development or related areas who have fieldwork experience with hospitalized children, and are seeking to enter the Child Life profession. A Certified Child Life Specialist (CCLS) will supervise the student while he/she participates in clinical experiences with children and families. To be an eligible candidate you must be a college senior or college graduate enrolled in a course in which the Internship counts for credit and possess:

- At least 100 hours of practicum experience within a child life department under the direct supervision of a CCLS.
- At least 100 hours of volunteer work experience with infants, toddlers, school-age and adolescents.
- Successful completion and documentation of the core curriculum classes, including a course taught by a CCLS as approved by the Association of Child Life Professionals Eligibility Assessment/Coursework Review
- A strong knowledge of psychosocial issues related to illness and hospitalization

Students interested in applying for a clinical internship must mail the completed application requirements no later than the application deadline set forth by the Association of Child Life Professionals for the appropriate semester. The Child Life Team will review all applications, and the student will then be contacted for interviews. Applicants that do not meet the selection criteria and/or do not have all required application materials will not be considered for the clinical internship.

Sincerely,

Cassie McAllister, M.Ed, CCLS, CIMI
Child Life Internship Coordinator
Child Life Internship
The philosophy of the Child Life Department at SSM Health Cardinal Glennon Children's Hospital is in accordance with the Association of Child Life Professionals' Philosophic Base.

The Philosophic Base
1. Each child, youth and family is unique and deserving of respect. Children have basic rights as defined by the United Nations in its Declaration on the Rights of the Child.
2. Health care should take place in a humanistic environment.
3. Children must be provided with appropriate and meaningful ways to impact on their surroundings (i.e., must be given means of "control").
4. Normal life experiences must be continued within the health care setting. (See Child Life Position Paper of Association for the Care of Children's Health.)
5. The role the community plays in continuing and expanding the development begun by the child must be recognized.
6. Hospitalization is potentially traumatizing. If psychological stress is prolonged and excessive, it can result in long lasting or permanent emotional insecurity. It is possible to minimize many of the stresses.
7. Hospitalization can provide positive growth experiences with proper teaching, programming and supportive service.
8. The interdisciplinary model is the most efficient way of treating the "whole child."
9. Play is an essential life process, a natural part of childhood, and vital to normal development. Through play, the child learns, masters experiences, expresses himself, copes with anxiety, creates, achieves and develops skills.
10. Disabled children must be given help by trained professionals to enable them to play fully and to the limit of their needs.
11. Play is an essential means of understanding and assessing a child's needs.
12. The environment should more closely approximate a home-like environment.
13. The presence of the family should be encouraged. In the absence of supportive family members, other consistent supportive presence is essential.
14. Families from other cultures which have unique needs should be addressed. Child Life clinical practice includes sensitivity to and consideration of cultural diversity.
15. Educational continuity is essential.
16. Pre-hospitalization orientation and teaching is essential for children and families.
17. Adequate preparation for medical experiences is essential.
18. Commitment of the Child Life Specialists to their profession is essential for continued growth and excellence.
Objectives
The objectives of the Child Life program at SSM Health Cardinal Glennon Children’s Hospital are in accordance with the Association of Child Life Professional’s Service Standard.

Standard
The Child Life program shall include direct services to children and families, consultation, education, quality assurance, policy and program planning, advocacy and environmental planning. In organizations in which teaching and research are part of the organizational missions, child life should participate in these when appropriate. Field instruction of child life students, other child life teaching and research activities are appropriate and recommended functions of all child life programs.

Interpretation
Child Life programming is based on an understanding of normal human development and the impact that illness, injury, disability and hospitalization have on this process. Program elements are designed to reduce distress, increase adaptive coping and protect and enhance developmental integrity by offering opportunities to play, learn and interact with others in an emotionally and physically safe environment. In collaboration with other health providers and in the context of a supportive and trusting relationship with children and families, Child Life services shall include the following:

1. Provide opportunities and facilitate a variety of play and activity forms which promote self-healing, self-expression, understanding and mastery.
2. Develop individual treatment plans based on an assessment of the child’s development, temperament, coping style, medical plan and available social supports; development, assessments may be based on standardized scales.
3. Utilize therapeutic play techniques as a diagnostic and treatment tool.
4. Support family bonds and utilize family strengths in the care of the child.
5. Provide orientation to health care experiences and personnel.
6. Use developmentally appropriate methods in preparing children and families for diagnostic and treatment procedures.
7. Provide emotional support during identified stress points.
8. Utilize stress reduction techniques to facilitate adaptive coping.
9. Interpret the child’s perception of his diagnosis and treatment as revealed through play and other means of communication both verbal and non-verbal.
10. Offer counsel specific to the impact of health care experience.
11. Extend support and offer counsel to family members with respect to their own stress and needs.
12. Provide parent education on child development.
13. Provide or cooperate with programs which assure continuity in the child's normal life experience (i.e., school programs, personal and holiday celebrations).
14. Provide interdisciplinary in-service and student teaching on child development and the impact of illness, injury and hospitalization on children and families.
15. Provide consultation to the health care team regarding the developmental status and individual needs of children to promote adaptation to treatment.
17. Provide child health care education.
Application Process

1. Complete application and send to:

    SSM Health Cardinal Glennon Children's Hospital
    ATTN: Child Life Department, Cassie McAllister
    1465 S. Grand Blvd
    St. Louis, MO 63104

    *Application requirements are listed on the last page of the application packet

2. The applications will be reviewed, and those students who are qualified and meet the standards for the SSM Health Cardinal Glennon Internship program will be contacted for an interview.

   - Due to the amount of applications that we receive, an interview is not guaranteed but is based on a selection process.
   - Applicants who live within four hours of the hospital are encouraged to participate in an on-site interview. Applicants have the option of Skype or FaceTime interview.

<table>
<thead>
<tr>
<th>Internship Session</th>
<th>Application Deadlines</th>
<th>Initial Offer Date</th>
<th>Acceptance Dates</th>
<th>2nd Offer Dates</th>
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<tbody>
<tr>
<td>FALL</td>
<td>March 15th</td>
<td>1st Tuesday of May</td>
<td>Following Wednesday</td>
<td>Following Thursday</td>
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<tr>
<td>SPRING</td>
<td>September 5th</td>
<td>2nd Tuesday of October</td>
<td>Following Wednesday</td>
<td>Following Thursday</td>
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3. After the interview process an intern will be selected.

   *Should these dates fall on a weekend and/or holiday, then the date should be moved forward to the next business day. Dates are in accordance with the Association of Child Life Professionals.*
Requirements from College/University

1. A written and legal contract stating the terms of the internship is to be signed by the University Supervisor, Vice President/Patient Care Services and the President of SSM Health Cardinal Glennon Children’s Hospital, as soon as the intern is accepted into the program.
2. Student interns must be senior status from an accredited college or university.
3. At least one or two visits by the University Supervisor, or if necessary, conferences by phone will be arranged if distance prohibits visitation.

Requirements from the Student

Prior to the start of the Internship:

1. Agreement will be made and signed by the Intern, the University/College Supervisor, and the Child Life Internship Coordinator on:
   - Assignments & evaluations required by both the University/College and SSM Health Cardinal Glennon Children’s Hospital.
   - Start & end dates accounting for any time off that is requested and scheduled.
   - Student will agree to work forty (40) hours per week for a minimum of sixteen (16) weeks. These sixteen (16) weeks are to be consecutive weeks with no provision for spring breaks.
2. A recent TB test, copy of vaccination records, and background check by the university is mandatory for students working at the hospital. This must be completed prior to the start date of the internship.
3. Notification of any physical limitations should be given to the Child Life Department before start of internship (i.e., seizures, diabetes, disabilities, etc.) so accommodations can be made accordingly.
4. Provide proof of school liability insurance or proof of personal coverage in accordance with the Intern Contract Agreement. This must be provided prior to start of internship.
5. CPR Certification is required.
6. Student required to have read Child Life in Hospitals: Theory and Practice. By R. Thompson and G. Stanford - a classic reference for child life professionals. Child Life in Hospitals skillfully interweaves a sensitive treatment of the needs of hospitalized children with a practical discussion of the realities of administering a child life program. Using carefully-selected case studies, pertinent bibliographical resources, and personal experience, the authors provide readers with an abundance of practical aids, as well as a deeper understanding of the need for child life programs, and the mechanics of establishing them. This is a recommended reference in studying for the Child Life Professional Certification Examination and is available via the Association of Child Life Professionals at www.childlife.org
7. Documentation of at least 100 hours of practicum experience completed in a pediatric hospital/clinic setting.
During the Internship the Intern will:

1. Work a variety of hours, Monday through Friday. The internship typically consists of 3 rotations providing both inpatient and outpatient experiences. Each rotation will provide a unique experience with a CCLS on different units, with a range of patient populations.
2. Participate in curriculum modules through weekly readings and discussions.
4. Be required to plan, implement, & evaluate therapeutic activities for individual and group settings.
5. Participate in volunteer guidance & playroom management.
6. Participate in reviewing patient information and clinical documentation materials and will be required to learn basic documentation skills and policies.
7. Attend interdisciplinary meetings and any additional professional meetings.
8. Assist with planning/implementation of special events & community group visits.
11. Complete and present a case study of a patient and family that the student has provided direct patient care to during the internship.
12. Complete an individual project that includes planning, implementation, and presentation to be agreed upon by the student and the Child Life Coordinator.
13. Complete a site visit to one (1) local Child Life program.
14. Be required to participate in rotation, mid-term, and final evaluations.

Rotation Schedule
The rotation schedule changes with each intern and is based on staffing availability and intern interest. Interns typically experience 3 rotations. Rotation options typically consist of the following units: Infant/Toddler General Medicine, School-age/Adolescent Medicine, Hematology/Oncology, Pediatric Intensive Care, Neonatal Intensive Care Unit, Transitional Care Unit, Dialysis, Emergency Department, Procedure Center, Diagnostic Imaging and Outpatient Surgery. The rotation schedule is predetermined by staffing availability and intern preferences prior to start date.

Intern Assignments

1. Weekly reading and curriculum module discussions
2. Academic Journals (weekly)
3. Individual Stress Potential (1/rotation)
4. Census Stress Potential (1/rotation)
5. Plan, Implement, & Evaluate Therapeutic Activities (weekly)
6. Chart Notes (weekly)
7. Diagnosis Reports & Presentation (1/rotation)
8. Case Study & Presentation (1)
9. Project & Presentation (1)
10. Site Visit & Presentation (1)
11. Evaluations: Rotation (1/rotation), Midterm, & Final Evaluations
Example of Clinical Expectations

Week 1 Orientation and observation: Attend hospital orientation and tour the entity. Shadow each Child Life Specialist to obtain a general overview of the different units covered by a CCLS. Orientation to Child Life office, program, supplies, and daily routine.

Weeks 2-16 Work with coordinator and rotation supervisor to progress skills in a variety of areas. Assess developmental and psychosocial needs of patients by reading medical records and attending nursing rounds. Provide services, which include therapeutic play opportunities (at bedside and playroom), normalizing the environment through daily routine experiences, opportunities for self-expression and support for patients and their families. Provide a therapeutic and safe environment by planning, implementing and evaluating individual and group activities. Communicate relevant information and provision of services through documentation in patients' medical records. Provide medical play, medical education opportunities to patients and families. Provide distraction and emotional support during procedures. Assist in maintaining equipment in areas by appropriate selection, cleaning and disposal of item.

Hospital Regulations

Dress Code
Business casual. Full dress code policy will be provided during orientation of internship.

Absence
Please be sure to notify your supervisor if you will be late or absent. If you are ill, under no circumstances are you to have patient contact. You will be expected to work the hours of your rotation unless a two (2) week request has been given to the supervisor. (The only acceptable excuses for absence are illness or family emergency.) Time missed for family emergencies and illnesses/sick days will need to be made up.

Confidentiality
Being in a hospital setting, you will be exposed to situations involving patients and their families, which are confidential and are not to be discussed outside of the hospital. Do not hold conversations about a patient or the family in hallways, elevators, cafeteria, shuttle buses or other public areas of the hospital. In accordance with the federal HIPPA regulations, you must not disclose any information about the patient to another patient, volunteer, visitor or another patient's family. Violation of this policy will result in immediate termination.

Identification
Please wear your hospital I.D. badge at all times when you are in the hospital. This badge will be issued to you the first day of the internship.

Lodging/Meals
Lodging and meals are not provided by SSM Health Cardinal Glennon Children’s Hospital.

Parking
Free parking is available for the student intern in the employee lot. A shuttle bus is provided for transportation to and from the hospital.

Internship Fee: $100 Internship Fee (Upon acceptance, due on the first day of the internship).
Internship Application

In order for your application to be processed for consideration for placement, you must submit the following material:

- Cover letter
- Resume
- Transcripts from all colleges/universities attended (unofficial transcripts are acceptable)
- Three letters of professional & academic reference in signed & sealed envelopes
- Documentation of at least 100 hours of practicum experience within a child life department under the direct supervision of a CCLS
- Documentation of at least 100 hours of volunteer work experience with infants, toddlers, school-age and adolescents
- A copy of your ACLP Eligibility Assessment Report
- Completed Association of Child Life Professionals’ Common Internship Application.
- $15 application fee (Checks made payable to SSM Health Cardinal Glennon Children’s Hospital)

All components of the application must be included in the mailed packet. Mail application to:

SSM Health Cardinal Glennon Children’s Hospital
ATTN: Child Life Department, Cassie McAllister
1465 S. Grand Blvd
St. Louis, MO 63104