



Dear Applicant,

Thank you for your interest in completing a Child Life practicum here at CHOC Children's. We are a licensed 238-bed acute care pediatric facility located in the city of Orange, approximately 5 miles from Disneyland. Included is some information about our practicum program along with an application.

At the present time we have coverage 7 days per week and are staffed by one manager, one department assistant, 11 Child Life Specialists, one Special Programs Coordinator, one Activity Specialist and one Music Therapist. Practicum students are exposed to inpatient playroom settings and bedside activities throughout their experience, along with our Cancer Clinic, two Surgery Centers and Emergency Room. We offer our practicum program weekdays only. If you wish to apply for a practicum position please read the included information and fill out the application information requested.

Again, we thank you for your interest in the CHOC Child Life practicum program and look forward to receiving your application. If appropriate, an interview will be set up after your resume has been reviewed. Please feel free to contact me at (714) 532-8473 if you have any questions.

Sincerely,

Stephanie DeMello, CCLS  
Child Life Specialist



## MISSION STATEMENT

*"To nurture, advance, and protect the health and well-being of children"*

CHOC Children's is the center of a regional pediatric health care system dedicated to serve the medical needs of infants, children, and adolescents. The hospital not only provides high quality care to our patients, but CHOC also promotes the wellness of children by reaching out to the community with pediatric health education, preventive medical care, and child health advocacy programs. Our goals are further supported by pediatric research and medical education.

Driven by abiding interest in the care of the whole child, CHOC educates and involves the family in the care delivery process while nurturing the patient's emotional, psychological and physical well-being. CHOC believes well-qualified staff and volunteers working in an efficiently managed and supportive environment best support its commitment to excellence in regional pediatric health care. Within the boundaries of financial responsibility and quality performance, care is provided to children from all socio-economic levels without regard to race, creed, national origin, religious preferences or the family's ability to pay.

## ABOUT CHILD LIFE

The Child Life Department provides emotional and developmental support to children and families. The goal is to help children adapt to health care experiences through minimizing stress and anxiety, normalizing the environment, and facilitating positive coping strategies.

The Child Life Department facilitates the development, maintenance, and expression of an appropriate leisure/play lifestyle. Through goal oriented programs, patients are given the opportunity for socialization, self-expression, physical and emotional growth, creativity, decision-making, increased confidence and independence.

Professionally trained staff evaluate and assess patients to determine the appropriate intervention required. Some patients may require minimal intervention, however there are those who warrant maximum intervention, treatment goals and plans, ongoing evaluations, and discharge planning. Rounds are made daily to ensure that the needs of ambulatory, non-ambulatory and isolation patients are met.

## CHILD LIFE SERVICES

The Child Life Department provides services throughout the hospital. There are specialists located in the Oncology/Hematology and Medical/Surgical units, Surgical Short Stay, Pavilion Outpatient Surgery, Outpatient Cancer Clinic, PICU, OICU, and Emergency Department. Services are also provided to the specialty clinics, as needed. There are three playrooms located throughout the oncology/hematology and medical/surgical floors of the main hospital, which are supervised by the Child Life Department. Listed below are some of the goal-oriented programs:

*Discovery Arts:* Discovery Arts is an organization that brings dance, music, activities, and costumes to the inpatients once a week. This provides an opportunity for the children to socialize, create, imagine, dance, dress up, and much more.

*Creative/Expressive Program:* Weekly program planning provides activities for children to enhance cognitive development, imagination, creativity, fine and gross motor skills, and socialization skills. Specially trained artists are also available to provide group and/or one-on-one interactions with patients.

*School Program:* There are two certified Orange Unified School District teachers available to work with inpatients in a classroom setting and at bedside throughout the calendar school year. School services are also available during the summer based on need.

*Special Community Programs/Celebrity Visits:* The Child Life Department hosts a number of community individuals and/or groups to promote a stress-free, stimulating environment. Programs may be educational, therapeutic, or simply entertaining.

*Pet Therapy:* CHOC inpatients are visited by professionally screened pet therapy dogs two times a week. The program offers educational, play, and normal life experiences, while providing a welcome diversion from the hospital and treatment routine.

*Radio Lollipop:* Radio Lollipop is a volunteer-driven live radio program broadcast throughout CHOC for our patients and their families. It is an interactive and creative activity-oriented show designed to help address the needs of the whole child.

*Music Therapy:* This is an established healthcare profession that uses music to address physical, emotional, cognitive, and social needs of individuals of all ages. Music Therapy is the component of the interdisciplinary team that uses musical experiences and activities in a skilled manner by a trained and board certified music therapist to achieve non-musical goals

## CHILD LIFE PRACTICUM PROGRAM OVERVIEW

- Students must work one eight hour day once a week.
- Shifts entail two hours in the playroom with patients, one hour of playroom support that includes cleaning toys, stocking playrooms, sorting donations or other projects, and one hour of bedside intervention. May include playroom observations/interactions, Child Life observations, bedside interactions and other Child Life duties.
- Four out of the sixteen weeks will include rotating through the Cancer Clinic, two Surgery Centers, and the Emergency Room. In these areas you will supervise waiting rooms and/or do bedside interventions.
- Students will have the opportunity to observe a Child Life Specialists providing a preparation or support for a procedure at least four times.
- Students are required to keep a weekly journal that is turned in the first day of the following week.
- Students are required to complete an administrative project focused on programming in the playroom. For example, developing a playroom schedule for a month, redesigning or organizing an area in the playroom such as books, or creating medical play kits, etc.
- Written goals will be due to the supervisor at the start of the third week.
- Students are to complete three observations during their program. A guidelines form will be provided at orientation.
- Students will be asked to attend one special event on a weekend to learn more about outpatient events.
- Students will be asked to meet with their supervisor once a month to talk about the program and give feedback.
- If a student is absent, he/she is to make up that day within two weeks.

### Requirements:

- Practicum student application
- Criminal background check
- Completed health screening
- Attend Volunteer and Child Life Orientation Sessions
- 10 classes in Education/Psychology/Child Development

### Application Process:

#### Application packet must include:

- Completed application
- 2 letters of recommendation
- Resume



CHILDREN'S HOSPITAL OF ORANGE COUNTY  
VOLUNTEER SERVICE  
DESCRIPTION

<b>Position Title:</b> Child Life Practicum Volunteer	<b>Date Approved:</b> 08/18/06
<b>Cost Center:</b> 2007802	<b>Approved by:</b> Elana TenHuisen, MS, CCLS Child Life Manager
<b>Reports to:</b> Child Life Specialists and Special Programs Coordinator	<b>Updated:</b> 08/18/06

<b>To be completed by Volunteer Service Department:</b>	
<b>Service Code:</b>	<b>Required minimum hours:</b> <u>8 hours per week for 14 weeks</u>

**SUMMARY:**

The Child Life Practicum Volunteer assists with the playrooms and bedside interventions within the Child Life program. As a primary function of the Child Life program, the playroom offers an opportunity for patients and families to engage in developmentally appropriate activities, while providing an opportunity for socialization. Play allows freedom of choice, fosters creativity, diverts patients from stress and worry, and normalizes their environment. Volunteers are utilized to supervise playroom activities, while interacting with patients and families. On occasion, volunteers will assist Child Life staff with escorting patients to other locations of the hospital for special programming, or perhaps interact with patients at bedside. Volunteers will also be given various duties while in the playrooms, clinics, surgery area, and emergency room.

\*\*Please see the Child Life Volunteer Handbook for more information on duties and responsibilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The volunteer assists the Child Life staff with the recreation and diversional needs of patients on 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> floors along with clinics and surgery centers as follows:

1. Sets up daily scheduled activity in playrooms
2. Supervises, instructs, encourages and interacts with patients as they participate in recreational activities
3. Monitors safety of children during activities or special programs
4. Greets patients as they come to the playroom
5. Monitors and documents children entering playroom to ensure patient/sibling is not in isolation
6. Alerts Child Life Specialist of any specific fears or concerns expressed by children
7. Assists with toy and general cleaning of the room at the end of each playroom session

## **NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Provide bedside support for children, as directed by Child Life Specialist
2. Escorts patients to the playrooms or other locations with prior approval of the Child Life staff
3. Straightens games, books, etc in designated areas
4. Cleans off counter tops
5. Refills paints, glue, and containers as needed
6. Picks up games and crafts supplies from patient rooms, as assigned by Child Life staff
7. Checks volunteer list for other daily assignments
8. Checks with Child Life staff before setting up any VCR's, movies, or video game equipment
9. Notes names of patients in playrooms
10. Calls nursing station on intercom when patient's IV pole is beeping, etc

## **REQUIRED QUALIFICATIONS**

- Must be able to carry out volunteer assignments independently
- Be committed to volunteer on a consistent basis
- Must not assume any nursing duties, such as giving patients food or drinks unless directed by a staff person
- Must not give personal number or ask for patient's phone number or address
- Be friendly, courteous and able to relate to all patients who may be under stress
- Must abide by HIPAA laws

## **PREFERRED QUALIFICATIONS**

Previous experience working with children of various ages.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by a volunteer to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to stand, walk, stoop, squat/crouch, climb stairs, reach twist/turn, pull, push, lift up to 25 pounds, speak, hear, and grasp.



**Children's Hospital of Orange County**  
*Child Life Practicum Application*

Name	Phone (Home and Cell)	Email	
Address	City	State	Zip
Educational Institution	Major	Year in School	
Professor Contact Information Name: _____ Phone: _____ Email: _____			
Preferred Shift <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri		Semester <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall	
Describe your previous volunteer and/or internship experiences			
List skills or interests you have that would be of value during your practicum			

**Practicum Term**

January-April (Spring)  
 May-August (Summer)  
 August-November (Fall)

**Application Deadline**

November 15  
 March 15  
 June 15

**Offer Deadline**

November 31  
 March 31  
 June 31

**Start Week**

January 1  
 May 1  
 August 1

**Emergency Contact: (Give Name, Address, and Phone)**

Name	Phone	Relationship
Address	City	Zip

Signature	Date
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Please return your application to:

Stephanie DeMello, CCLS  
 Child Life Department  
 455 South Main Street  
 Orange, CA 92868

Have you volunteered at CHOC before? If yes, please state when you last volunteered, which department you worked in and why you left. \_\_\_\_\_

\_\_\_\_\_

Are you currently volunteering anywhere else? If yes, please list locations and approximate monthly time commitment. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have other previous volunteer experience? If yes, please list locations, positions held and dates for your previous experience. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you speak a second language fluently?  Spanish  Vietnamese  Other \_\_\_\_\_

Do you have any special skills, talents or interests you would be willing to share with us? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are there any restrictions to your ability to volunteer? (Please consider any physical limitations as well as any calendar conflicts) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PRE-SCREENING REQUIREMENTS and ADMINISTRATIVE FEE**

Generally, CHOC asks all new Volunteers to pay an administrative fee of \$50.00 to help defray the cost associated with the volunteer services program. However, we will waive this fee for all Child Life Practicum students as long as you complete your minimum program requirements. If you do not complete these requirements, you will be liable to CHOC for this fee.

**Pre-Screening Requirements:**

All CHOC Associates and Volunteers are required to undergo a routine health screening and a background check prior to working at the hospital. If you are selected to join the CHOC volunteer team, we will need to collect the following information from you:

**Background Check** - Birthdate, Social Security Number and Gender

**Health Screening** - Proof of two negative TB tests in a 12-month period\* and proof of immunity to Chicken Pox, Rubella and Rubeola\*\*.

\*CHOC's Associate Health office can administer the TB tests once you have been accepted into the volunteer program. If you have a positive TB skin test, you will be asked to undergo additional screening. Please be aware that if required, the cost for this additional screening is not included in your administrative fee.

\*\*Pertinent results from lab work can be submitted in lieu of a proof of vaccine records. CHOC's Associate Health Office can help you obtain these tests. However, the cost for the additional lab work is not included in your administrative fee.

We encourage you to check with your primary care provider and your insurance company to compare costs for these additional expenses should they prove necessary. You may bring proof from your primary care provider in lieu of using CHOC's Associate Health Office if it proves less expensive or more efficient to do so.

Please initial here to indicate that you have read, and are able to comply with, CHOC's administrative fee and the pre-screening requirements \_\_\_\_\_

**CONFIDENTIALITY and COMMITMENT STATEMENT**

I understand and agree that in the performance of my duties as a volunteer at Children's Hospital of Orange County [CHOC], I must abide by all policies and procedures, including to hold as strictly confidential all medical information that I may obtain directly or indirectly concerning patients. I understand that failure to comply with these requirements may result in my dismissal as a volunteer.

I am volunteering my services to CHOC solely for my personal purposes or benefit without promise or expectation of compensation or benefits.

I agree to serve as a volunteer for the minimum designated number of hours for my selected position. During this time, I agree to commit to regularly scheduled volunteer shift and to notify my supervisor if I am unable to volunteer as scheduled.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date