



**Association of Child Life Professionals  
Child Life Certification Commission  
Operational Policy and Procedure**

**SUBJECT: 3.0 Application for Approval of Internship with Remote Supervision under Extenuating Circumstances**

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**RATIONALE**

Candidates for child life certification are required to complete an internship prior to being seated for the Child Life Professional Certification Examination. Internships are expected to provide interns with a full range of clinical experience, sufficient to create eligibility for the exam. Ideally, applicants are placed in a hospital setting where direct and formal supervision is provided by a Certified Child Life Specialist (CCLS) working onsite at the same location on a consistent basis. The Child Life Certification Commission (CLCC) recognizes that special circumstances may exist where this is not possible. In such situations, a potential remote clinical supervisor may apply to supervise an intern remotely. In all such cases, this form, accompanying documentation (see below), and an interview with the proposed supervisor must be completed for approval prior to the start of any remotely-supervised internship hours.

This policy for completing an Internship through Extenuating Circumstances includes specific requirements, an approval process, a means to track numbers or success of those utilizing this policy, processes necessary to ensure that eligibility requirements are clear in terms of internship experiences and verification when an internship is executed under extenuating circumstances.

**POLICY**

This remote supervision arrangement is strictly between the intern and remote clinical supervisor. All liability must be assumed by the parties and institutions involved. The Association of Child Life Professionals (ACLP) and CLCC will not coordinate this type of experience, accept liability for its successful completion, or intervene or mediate between the intern and remote clinical supervisor should the internship not proceed as planned.

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Patient confidentiality must be maintained according to policies of the organizations involved and all applicable laws.

The potential Intern must have achieved a working level of knowledge of the field of child life through previous academic or clinical experiences with hospitalized children. Potential Intern must have met current internship eligibility requirements.

The potential remote clinical supervisor must:

- Have been certified for at least five years
- Have a minimum of five years paid child life clinical experience
- Have a minimum of 2,000 hours of previous direct supervision of child life interns

### **Curriculum**

- All the elements outlined on the [Child Life Clinical Experience Verification Form](#) must be covered during the internship. Remote clinical supervisors are strongly encouraged to use the [Child Life Clinical Internship Learning Modules](#) as listed below to define and guide the curriculum of the internship. The remote clinical supervisor must assign readings related to child life practice and child developmental theory.
- The remote clinical supervisor must address:
  1. Development of the Child Life Profession
  2. Lifespan Development: Applying Theory to Practice
  3. Patient- and Family-Centered Care
  4. Communication
  5. Assessment: Developing a Plan of Care
  6. Play
  7. Medical/Health Care Play
  8. Therapeutic Play and Coping
  9. Coping with Pain and Distress
  10. Psychological Preparation
  11. Documentation

### **Setting and Contact between Intern and Remote clinical supervisor**

The intern will complete their training in a hospital setting. They will have a minimum of 40 hours of direct contact with their remote clinical supervisor (in addition to any orientation hours), meaning the intern and remote clinical supervisor will model child life skills in the same location for a minimum of 40 hours at the outset of the internship. Following this initial period, the intern will continue to be supervised, remotely. This may be accomplished through daily journaling, video, web conferencing and other means that provide the remote clinical supervisor firsthand insight into the progress of the intern.

Weekly evaluative meetings and case consultation must be held. These may be conducted via phone or web conferencing. The intern must keep a daily journal and send

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it to the remote clinical supervisor for comments at least weekly. The remote clinical supervisor must return comments within 48 hours.

Video footage of the student demonstrating clinical skills must be sent to the remote clinical supervisor for review and discussion at least weekly. These videos should show the intern successfully performing tasks listed on the Exam Content Outline. Patient privacy must be respected and preserved. Permission for video footage must be obtained following the institution's policy and may not be shared with anyone other than the intern and remote clinical supervisor.

### **DEFINITIONS**

**Extenuating Circumstances:** This policy applies only to interns living in remote areas to whom a CCLS is not readily available, for example, those living in countries with no or limited numbers of CCLSs. This policy does not cover interns who reside in areas where CCLSs are present in sufficient numbers.

**Remote Clinical Supervisor:** The Certified Child Life Specialist who assumes responsibility for the intern during their experience and provides remote and formal supervision. Is responsible for the educational development and guidance of the intern in the clinical setting.

**Site Supervisor:** Person who assumes responsibility for ensuring that the site is suitable for training an intern and that site policies and procedures are followed, access to patients and charts is provided, and day-to-day support is provided.

### **PROCEDURE**

#### **Internship Completion and Documentation**

It is the responsibility of the CCLS supervisor to complete the [Clinical Experience Verification Form](#) at the completion of the internship. He/she has the ethical responsibility to only verify the internship as successfully completed if

- 1) all required elements are covered, and
- 2) minimum, entry-level competence has been demonstrated by the intern. If it is the professional opinion of the supervisor that the intern has not demonstrated minimum, entry-level competence, the supervisor must indicate so on the form.

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## Submitting the application

Applicants must submit the following:

- Application Form (Addendum A): All questions on the initial, written portion of the application, Addendum A, must be answered “yes” in order for the initial application to proceed to the Certification Appeals Committee for an interview.
- Remote Supervision Agreement (Addendum B)
- Resume of proposed remote clinical supervisor
- Resume of proposed intern

After these materials are received and reviewed, the proposed remote clinical supervisor will be contacted to schedule a telephone or video conference interview. The interview will be approximately 30 – 60 minutes in duration.

## The Interview and scoring (Addendum C)

- The interview will be scored independently by a panel of no less than 3 CLCC Appeals Committee members and numerical score values compiled assigned as follows:
  - 1 = minimal evidence of plan,
  - 2 = average evidence of plan,
  - 3 = exceptional evidence of plan.
- For each of 13 questions, there is a possible total score of 39. With a possible total of 39, a score of 31 or more is required for approval of an internship with remote supervision.

## **RESOURCES**

Recommended Internship Deadlines (<http://www.childlife.org/certification/students/internship-deadlines>)

Internship Supervisor Manual (<http://www.childlife.org/docs/default-source/certification/internships/internshipsupervisorsmanual.pdf>)

Clinical Experience Verification Form (<http://www.childlife.org/docs/default-source/certification/exam/clinicalexperienceverificationform.pdf?sfvrsn=10>)

Internship Curriculum Modules (<http://www.childlife.org/docs/default-source/certification/internships/internship-curriculum-modules.pdf>)

Internship Curriculum Modules - Supervisor Supplement (<http://www.childlife.org/docs/default-source/certification/internships/internshipsupervisorssupplement.pdf>)

Exam Content Outline

<https://www.childlife.org/certification/the-exam/2019-exam-content-outline>

## **ADDENDUM A**

Application Form

## **ADDENDUM B**

Remote Supervision Agreement

## **ADDENDUM C**

Score Sheet

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