

**The Children's Hospital
Aurora, CO**

Therapeutic Recreation/Child Life Department
Internship Agreement

Name of Academic Supervisor

Name of Student

University

Address

Address

Phone

Phone

Permanent Address

Duration of Agreement

Permanent Phone

I. Purpose of Agreement

This Agreement provides the terms under which The Children's Hospital Therapeutic Recreation/Child Life Department will provide clinical education experience to students enrolled in Therapeutic Recreation or Child Life programs of _____.
(Name of College or University)

II. Scope of Program

The Children's Hospital shall provide a 14-week internship program (40 hours per week, 560 hrs. total)

III. Liability Insurance Coverage

Student interns are not covered by The Children's Hospital liability insurance during the course of the internship. The student shall provide proof of professional liability insurance coverage (\$1,000,000/\$3,000,000) as provided by their college/university or themselves.

IV. Termination of Students

The Children's Hospital may terminate a student enrolled in the program if the student is not making satisfactory progress in the program.

V. Responsibilities of Student Intern

1. To fulfill time commitment (14 weeks/40 hours per week) of the internship program.
2. To participate in the internship in accordance with the guidelines set down by their respective professional organizations.
3. To complete duties and assignments in a timely manner.
4. To submit assignments of high quality.
5. To avail oneself of learning opportunities.
6. To be increasingly self-directed and independent during the course of the internship.
7. To actively participate in the process of supervision and evaluation.
8. To provide proof of professional liability insurance coverage.

VI. Responsibilities of The Children’s Hospital TR/CL Clinical Supervisor

1. To maintain professional certification
2. To ensure that the quality and integrity of the internship program is maintained.
3. To select only those applicants deemed prepared and suitable for the internship program.
4. To orient interns to the facility, department and internship curriculum.
5. To provide a variety of educational experiences by which the student may broaden his/her knowledge and skills.
6. To model exemplary professional conduct and quality patient support.
7. To provide the student intern with ongoing supervision and support.
8. To facilitate and maintain open communication with intern and academic supervisor.
9. To provide helpful feedback regarding student assignments and performance.
10. To assist the intern in identifying educational opportunities and resources.
11. To orient students to professional organizations and credentialing processes.
12. To direct the evaluation process in a comprehensive and constructive manner, using **The Children’s Hospital Therapeutic Recreation/ChildLife Department’s competency-based evaluation.**

VII. Responsibilities of the Academic Supervisor

1. To ensure that the quality and integrity of their institution’s pre-internship curriculum is maintained.
2. To refer and recommend only students of high caliber to the internship program.
3. To maintain regular contact with the student intern and clinical supervisor.
4. To be available for consultation as needed.
5. To support both the intern and the clinical supervisor in their respective roles.
6. To provide helpful feedback to the student intern.
7. To provide helpful feedback to the clinical supervisor regarding the internship program.
8. To participate in the evaluation process, **using The Children’s Hospital Therapeutic Recreation/Child Life Department’s competency-based evaluation.**

VIII. Orientation Compliance

While on Hospital premises, TCH interns shall observe the general operating protocol of Hospital and the regulations and policies of Hospital which apply to third-party contractors. TCH interns working at Hospital shall attend a new employee orientation conducted by Hospital and have their attendance at this orientation recorded in their personnel file.

TCH interns shall attend an inservice education regarding Hospital safety, infection control, and disaster policies and procedures including, but not limited to, fire safety and fire drills, hazardous materials safety, electrical safety, and disaster plan orientation. In addition, TCH personnel shall receive orientation to Hospital’s medical records policies and procedures. Documentation of such orientation and inservice attendance shall be given to the Director of Family Services of Hospital and a copy placed in the Hospital’s personnel records for each TCH intern in the Family Services Department.

Student

Date

The Children’s Hospital TR/CL
Clinical Supervisor

Date

Academic Supervisor

Date