

INTERNSHIP GUIDELINES AND REGULATIONS

- Confidentiality:** Interns must read and follow HIPPA regulations.
- Bedside care:** Ask the nurse before feeding a child, taking them out of bed, or to the bathroom. When returning make sure crib and bed side rails are up.
- Safety:** Maintain a safe environment when working at the bedside or in the playroom. Watch IV tubing and electrical cords surrounding patient's IV pole and bedside.
- Transporting:** Always use the elevators and be watchful of IV tubing and wheels.
- Isolation:** Isolation signs are on the outside of the patient's door. Due to the multiple variations of isolation precautions, always check and follow sign directions.
- Smoking:** Smoking is not permitted in the hospital or on hospital property.
- Identification:** Always identify yourself by name and the department you belong to. I.D. badges must be worn at all times.
- Photographs:** Photographs should not be taken without the consent of the patient and guardian. Always ask a patient if they would like their picture taken and have a photo consent filled out if necessary.
- Dress:** Business casual dress should be worn at all times, no sneakers, denim or shorts are permitted.
- Punctuality/Illness:** Regular and punctual attendance is expected of all interns. Let us know of an intended absence at least 24 hours in advance. If ill call the office (973) 926-7198 and inform your supervisor.
- Assignments:** All written assignments are due on time and the journal must be handed in at the end of each week.
- In-services:** It is the intern's responsibility to schedule in-services with the Child Life Specialist.
- Verification:** Before completion of internship, interns must meet with supervisor to verify completion of all requirements.

Intern's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____