

Standard in Focus

Standard 7.4: Communication with interns

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Standard 7.4 Communication with interns

- **7.4.1** *The intern training program informs interns about the activities of committees that deal with intern training*
- **7.4.2** *The intern training program provides clear and easily accessible information about the intern training program*

These standards require the provider of an Intern Training Program (ITP) to ensure transparency throughout all levels of their program to key stakeholder groups.

While Standard 7.3 requires that interns participate in the governance of their training, Standard 7.4.1 requires that providers ensure that the business and decision-making of the committee(s) that provide the governance of the ITP are communicated to all interns, not just those that may be a part of a committee. It is incumbent on the Medical Education Unit to ensure that this process is set out and that it is functioning appropriately.

Standard 7.4.2 requires a provider to ensure that information regarding the ITP be easily accessible for program stakeholders. Information about the ITP can include documents such as, but not limited to:

- term handbooks
- supervision guidelines
- policies and procedures that provide the structure to the program
- Terms of References for committees that govern the ITP
- Processes for resolution of disputes
- Evaluation reports
- Minutes of key committee meetings

Typically these documents are shared via an intranet or sharepoint site for program stakeholders.