



# GMDC

## Review of Accreditation Standards Policy

<b>Policy Number</b>	<b>ACC2.1</b>
<b>Policy Type</b>	General Policy
<b>Policy Owner</b>	Grenada Medical and Dental Council
<b>Approval Authority</b>	GMDC Governing Body
<b>Originally Issued</b>	September 16, 2020 Approved January 28, 2021 <b>Effective February 1, 2021</b>
<b>Version History</b>	Revised December 16, 2021 Approved December 21, 2021 <b>Effective January 1, 2022</b>
<b>Contact Person/ Office</b>	Dr. Michelle Peters-George ( <a href="mailto:accreditation@gmdc.gd">accreditation@gmdc.gd</a> )

## **I. Who Should Read This Policy?**

- a. GMDC Governing Body
- b. GMDC Accreditation Secretariat
- c. GMDC-accredited Medical Education Programmes
- d. Related Regulatory Bodies/Organizations

## **II. Rationale:**

To remain current amidst the dynamism of education and quality assurance of medical education programmes, GMDC constantly researches best practices and gathers information to be used in the review of its standards. Additionally, standards are reviewed for content, utility, effectiveness, relevance, and context. This policy standardizes the frequency with which official reviews are conducted, but also allows for minor reviews to be made outside of an official review as deemed appropriate.

## **III. Statement of Policy**

The Grenada Medical and Dental Council (“GMDC”) conducts a systematic and comprehensive review of its Accreditation Standards at least every eight (8) years. The GMDC Governing Body may determine that a review is necessary at an earlier date based on the prevailing circumstances, trends, and changes in medical education.

Note that Section 8 of the principal Act (Health Practitioners Act) in subsection (2) has been amended to give GMDC the authority to develop policies, standards, and procedures to evaluate, accredit, and monitor qualified medical doctor degree programmes.

The Governing Body approves all systematic and comprehensive reviews of the Accreditation Standards, and the Accreditation Secretariat is responsible for leading the review process. The process for reviewing and revising the Accreditation Standards will include GMDC’s first and second reading of the proposed revisions, notice to internal and external constituencies to invite comment, the Governing Body’s review of comments, and a determination as to whether the proposed revisions will be approved.

Should GMDC identify a topic or subject area in the Accreditation Standards to be addressed outside of the review cycle, the Governing Body will initiate action, provide notice to its constituencies, and complete the change within twelve (12) months. Further, the Governing Body reserves the right to make minor editorial changes to the language of the standards as needed in order to correct an error or to offer clarification.

#### **IV. Reason for the Review**

The review is designed to assess the utility, effectiveness, and relevance of the Accreditation Standards (as well as themes and elements) and related accreditation practices, and to ensure that they continue to align with changes in the medical education landscape as reflected in institutional characteristics, framework for evaluation and quality assurance, educational needs of students, societal needs, and regulatory issues.

#### **V. The Review Process**

Generally, the review process will follow the steps outlined below:

1. The Governing Body decides to conduct a comprehensive review of the Accreditation Standards. This review will commence every eight (8) years unless the Governing Body decides an earlier review is necessary.
2. The Accreditation Secretariat issues a public announcement to GMDC's internal and external constituencies. GMDC's public announcement concerning the review of the Accreditation Standards will include information about the overall process, including a tentative timeline for completion of the review and issuance of revised standards. GMDC will provide periodic updates to its constituents on the progress made through multiple means of communication, including notices on its website when appropriate.
3. The Accreditation Secretariat reviews the current Accreditation Standards, focusing on the following areas:
  - a) Whether the Accreditation Standards and practices are adequate and appropriate to evaluate the educational quality of the medical education programme.
  - b) Whether the Accreditation Standards are relevant to the educational needs of students.
  - c) Whether each accreditation standard and the themes, standards/elements are clear as a whole; and
  - d) Whether the accreditation practices foster and reinforce the intent and purpose of the Accreditation Standards and related policies.
  - e) Whether the accreditation standards reflect current trends and best practices, as appropriate, in the evaluation of medical education programmes.
4. The Executive Director of the Accreditation Secretariat solicits suggestions through various means (such as but not limited to consultations and symposia) from internal constituencies, including members of the Governing Body, other staff in the Accreditation Secretariat, representatives of medical schools with GMDC-accredited programmes, site visitors, and members of existing GMDC committees or working groups.
5. The Executive Director may solicit suggestions through various means (such as but not

limited to consultations and symposia) from external communities of interest and/or persons with special expertise in accreditation related matters, including the Grenada National Accreditation Board (GNAB), consultants, students, business leaders, and medical school faculty members.

6. The Accreditation Secretariat reviews and considers solicited suggestions. The Executive Director of the Accreditation Secretariat may commission a working group to review and coordinate the solicited suggestions. Membership of this working group may, but is not required to, include individuals such as:

- a) Executive Director of the Accreditation Secretariat as an ex-officio member
- b) Representative from a medical school with a GMDC-accredited programme
- c) Legal representative of the Governing Body
- d) Representative of the Caribbean Association of Medical Councils (CAMC)
- e) Person from outside of the region with experience with the GMDC standards and processes
- f) Experienced GMDC site visitor
- g) Representative from other higher education institutions
- h) Representative from the Bureau of Standards
- i) Representative from the Drafting Unit in the Ministry of Legal Affairs

## **VI. Drafting, Approval, and Publication of New Accreditation Standards**

The Accreditation Secretariat drafts updates to the standards for the Governing Body's consideration based on the review conducted in the steps above. GMDC may commission a working group for drafting the standards. This working group shall be chaired by the Executive Director of the Accreditation Secretariat.

Once drafted, GMDC will provide opportunities (within a limited timeframe) for internal and external constituencies to submit written comments to the Governing Body regarding the proposed changes. Those comments will be reviewed by GMDC prior to finalizing any revisions. When a final draft of the Accreditation Standards has been developed, GMDC will announce the date of the Governing Body meeting at which the proposed revisions will be considered for approval.

Once approved by the Governing Body, the new or revised standards, along with the academic year in which the standards will be effective, will be published on GMDC's website.

All medical programmes accredited by GMDC will receive a formal copy of the revised standards within thirty (30) days after the final approval by the Governing Body, with notification regarding the date of implementation.

## **VII. Review of GMDC Policies and Guidelines**

GMDC, at its discretion, may remove, revise, or add policies or guidelines outside of the process outlined above, except for policies or guidelines related to the Accreditation Standards. GMDC may commission a working group or solicit suggestions from internal or external constituencies when reviewing and drafting policies and guidelines. Policies or guidelines related to the Accreditation Standards will be shared with the relevant GMDC constituencies for comment prior to approval.

Recommendations to revise or add policies or guidelines will be submitted to the Governing Body for first and second readings prior to a decision for approval.

## **VIII. Related Documents**

[GMDC Accreditation Standards](#)

[GMDC Policies and Procedures Manual](#)