



GMDC

Substantive Change Policy

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I. Who Should Read This Policy?

- a. Senior Administration of Medical Schools/Programmes
- b. GMDC Accreditation Secretariat
- c. GMDC Governing Body

II. Rationale:

The accreditation of a medical education program is based on the evaluation of the activities against the standards at the time of the assessment. Medical schools' educational programmes, however, are dynamic and may constantly experience major changes. Therefore, to monitor the school's continued ability to comply with the accreditation standards of the GMDC, it is essential that any intention to enact or implement significant changes is made known to GMDC. GMDC, through its own investigation of the information provided, will determine if the intended alteration is a substantive change.

III. Statement of Policy

Changes that affect a medical school's ability to comply with the accreditation standards of the Grenada Medical and Dental Council ("GMDC"), including significant modifications in its operations or expansion in areas not previously included within the programme's accreditation, would generally constitute a substantive change.

A medical school with a medical education programme accredited by GMDC must provide prior written notification to the Executive Director of the GMDC Accreditation Secretariat as soon as practicable, but in no case fewer than 60 days prior to implementation, regarding proposed plans for the implementation of any substantive changes. Substantive changes are not automatically included within the scope of a programme's accreditation and require the medical school to seek approval prior to implementation. GMDC will conduct a review of the proposed change, determine whether to grant approval and, if the outcome is positive, include the change within the scope of the medical education programme's accreditation.

In the event that the medical school is not certain if the proposed change constitutes a substantive change requiring the Governing Body's prior approval, the school should contact the Executive Director for guidance.

Details concerning procedures for GMDC's substantive change process, as well as the information/documentation required by the Governing Body, can be found in the GMDC Accreditation Procedures Manual ("Procedures Manual").

Note that while this policy is focused solely on substantive changes, the Procedures Manual also addresses "non-substantive changes" that may or may not require some level of review by GMDC.



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IV. Types of Substantive Changes

As noted in the Accreditation Standards, the types of substantive changes that require GMDC's prior approval include, but are not limited to—

1. A significant increase in the number of students enrolled (i.e., a 10% or greater change in enrollment in one year or a 20% or greater change in enrollment in a three-year period).
2. A material change in the medical school's ownership (as defined in the DCI), legal status, or governance (defined as a transaction or other event in which an entity obtains authority to control a school's management and policies by virtue of acquiring a majority ownership position or utilizing other established means, such as voting agreements, to control the school or its parent entity); and,
3. A significant change in the institution's resources such as faculty, physical facilities, or financial resources that could affect its ability to fulfil its mission and goals.
 - a. Contracting with a non-Title IV eligible institution for delivery of between 25-49% of its programme
 - b. Creation or closure of regional or branch campuses
 - c. Relocation of the medical school
4. Major modification or creation of the curriculum. This includes substantial changes in the structure, content, or length of the programme. Changes made as a result of a medical school's routine curricular improvement or review process would not be considered substantive changes.
5. A material change in the established mission and vision of the institution, beyond changes in the phraseology, resulting in an impact to the medical education programme's governance, curricular focus, financial aid eligibility, or other physical or financial resources.

GMDC reserves the right to direct a medical school to seek approval for any change that it believes may significantly affect the school's ability to comply with one or more of the GMDC Accreditation Standards. Further, while GMDC expects medical schools to adhere to the stated notification requirements as outlined in the Procedures Manual, GMDC will take into consideration exigent circumstances that may affect the timing of notifications for substantive changes.



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V. Submission of Notice

GMDC requires the submission of written notification to the Executive Director to request approval **at least sixty (60) days prior to implementation of a substantive change**, using the Substantive Change Notice Form.

The Substantive Change Notice Form, which includes a cover sheet that should be completed and appended to the requested information/documentation, can be found on the GMDC website at www.gmdc.gd.

Note that while GMDC expects medical schools to adhere to the stated notification requirements, exigent circumstances that may affect the timing of notifications for substantive changes will be taken into consideration. In the event of extenuating circumstances, the school of medicine should notify GMDC of the substantive change as soon as practicable and request an expedited review. As noted previously, GMDC will determine if the circumstances are sufficient to waive certain provisions regarding timing that are outlined in this policy.

VI. Submission of Supporting Information and Documentation

In addition to submission of the Substantive Change Notice Form, GMDC requires submission of detailed information about the change **at least sixty (60) days prior to implementation** using the Substantive Change Detail Form. The form outlines the information and documentation needed for the review.

Within thirty (30) days of receipt of the Substantive Change Detail Form, GMDC will review the submission in order to determine if the proposed change will adversely affect the medical school's ability to fulfill its mission and objectives or diminish its capacity to continue to substantially comply with the GMDC Accreditation Standards. The Substantive Change Detail Form, along with additional details concerning the scope and nature of the supporting information and documentation, can be found on GMDC's website at www.gmdc.gd.

VII. GMDC Decisions

GMDC's may request additional written information and/or documentation before the Governing Body makes a determination and, on occasion, a visit to the medical school or related clinical site may be warranted prior to a final decision. The school of medicine must respond to any follow-up request from GMDC **within ten (10) days of receipt of GMDC's correspondence**.

Within 10 days of receipt of the medical school's response, GMDC will review the



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information and documentation submitted by the medical school to provide an analysis and recommendation(s) concerning the proposed change relative to the Accreditation Standards. Subsequently, the information and documentation submitted by the medical school, analysis and recommendations based on the review process, as well as information regarding the medical school's accreditation status, will be used to inform the Governing Body deliberations.

The GMDC may act to—

- (1) Accept the application and take no further action
- (2) Request additional information
- (3) Deny the substantive change

GMDC's approval of a substantive change indicates that the criteria have been met, and the Governing Body has determined that the change will not adversely affect the capacity of the medical school to continue to fulfill its mission and goals and substantially comply with the standards. The Governing Body is responsible for making the final decision.

Queries and notifications about substantive change should be submitted in writing to the Executive Director of the GMDC Accreditation Secretariat at executive.director@gmdc.gd.

VIII. Related Documents

[GMDC Accreditation Standards](#)

[GMDC Policies and Procedures Manual](#)