Brief Description
The purpose of the CCMG Ad hoc Working Group is to develop the training program content and process for a CCMG Genetic and Genomic Diagnostics (GGD) Training Program to replace the current individual Cytogenetic and Molecular Genetics training programs. The working group will also address the impact of implementation of the GGD training program on trainee credentialing, and the content and process of CCMG examinations.

Mandate
1. To define the GGD training program core competencies that encompass the combined practice of clinical cytogenetics and molecular genetics.
2. To define the process to achieve the core competencies for GGD training within a minimum two year training program.
3. To ensure a system of trainee progress evaluation during GGD training, including feedback assessments and re-training as required.
4. To ensure the credentialing process is adapted to align with implementation of the GGD training program.
5. To ensure the examination process is adapted to align with implementation of the GGD training program. This will include development of a new examination blueprint and consideration of the number of examination cycles for which existing single-stream (cytogenetics or molecular genetics) examinations will continue to be offered.
6. To develop, or ensure development of, a communication plan/educational program to ensure that all Canadian training centres are informed and prepared to adopt and implement the new GGD training program stream.
7. To assist the CCMG Board in liaising with the ABMGG regarding reciprocity agreements for training and examination within the CCMG GGD and ABMG LGG programs.

Timeline
- The aim is to have the Working Group complete the activities to enable implementation the GGD training program in CCMG training sites with a start date of July 1, 2020.
Membership

- Up to 12 members, all of whom must be Fellows of the Canadian College of Medical Genetics (FCCMG) in good standing
- At least 7 members who are FCCMG in the following specialties:
  - A minimum of two members who are certified in Molecular Genetics (sole)
  - A minimum of two members who are certified in Cytogenetics (sole)
  - A minimum of two members who are dual certified in Molecular Genetics and Cytogenetics
  - A minimum of one member who is certified in Clinical Medical Genetics
- At least 8 members must be current members of the following CCMG committees:
  - Two representatives of the Training Committee (including the Chair of Training)
  - Two representatives of the Credentialing Committee (including the Chair of Credentialing)
  - Two representatives of the Examinations Committee (including the Chair of Examinations)
  - The CCMG President
  - A Board of Directors Representative to the Ad Hoc Working Group
- At least 2 current Program Directors from CCMG Training sites, each with at least 5 years of experience as a CCMG Program Director
- At least 2 members who have completed a CCMG laboratory training program (Molecular Genetics or Cytogenetics or both) within the past 5 years
- At least 2 members who have completed a CCMG laboratory training program (Molecular Genetics or Cytogenetics or both) more than 5 years ago
- It is desirable to have representation from all CCMG Training Sites as much as possible
- The Committee may co-opt additional individuals or CCMG committees to assist on specific issues/projects.

2. Appointment and term of chair

- Two Co-Chairs will be selected from the membership of the Ad Hoc Working group for the duration of the existence of the Working Group, and approved by the CCMG Board of Directors, selected from Committee members who are not already Chair of another representative Committee.
- If this committee becomes a permanent committee, the CCMG Board of Directors will be required to approve revised terms of reference.

3. Committee Support and CCMG Management Office

The CCMG Genetic and Genomic Diagnostics Ad Hoc Working Group shall be supported by the CCMG management office for specific activities (surveys, teleconference support).
If expenses are envisioned for activities of the Ad Hoc Working Group (for example, for an educational consultant or for in-person meetings) a request shall be made to the CCMG Board of Directors, along with a budget and rationale for request.

4. Conduct of Meetings
   - The Co-chairs will convene regular teleconferences of the Ad Hoc Working Group, with approximately 1 meeting held each month.
   - At least one annual face-to-face meeting will be held. Where possible, this will occur at the CCMG annual meeting to minimize expense. Requests for funding for additional in-person meetings may be made to the Board.
   - When/if decision making is required, a quorum will be at least 50% of Working Group members
   - Draft minutes of all meetings will be prepared and circulated to the Working group members for comment, ideally within 10 working days of the meeting.
   - All meeting minutes will be made available to CCMG Board of Directors via the Board of Directors Representative.

5. Confidentiality and Conflict of Interest
   All Working Group business remains confidential unless otherwise advised by the Chairs.

6. Reporting
   - The Co-Chairs will report to the CCMG Board of Directors via the Board representative for monthly updates.
   - Quarterly reports on progress shall also be provided by the Co-Chairs to the CCMG Board of Directors, via the Board representative
   - The Quarterly reports will also be disseminated by the Co-Chairs to the Chair of PEACE-Train. The Chair of PEACE-Train will in turn disseminate to the PEACE-Train committee (which includes all CCMG Program Directors) with invitations for feedback.