Accreditation Documentation Checklist

Application Form for the Local CCMG Training Centre Committee
☐ Minutes from a Training Centre Committee meeting
☐ Letter of support from Dean of the affiliated Medical School
☐ Letter of support from Laboratory Administrative Director (Laboratory Operations)
☐ Letter of support from Department of Medical Genetics Director (or appropriate Department supporting trainees)
☐ List of affiliated training sites
☐ List of current trainees (speciality, exam year)
☐ List of trainees from past 5 years (name, program, exam year passed, and current status)
☐ Previous CCMG Accreditation Report

Application Form for the CCMG Training Centre’s Supervisory Committee
☐ Meeting minutes for a current/past trainee
☐ Example of current training program
☐ Example of remedial work devised for a candidate
☐ Describe how curriculum addresses the 7 CanMEDs roles

Application Form for the Genetic and Genomic Diagnostics (GGD) / Biochemical Genetics Laboratory Training Program
☐ Copy of Laboratory’s current provincial/other laboratory accreditation certificate
☐ Simple organizational chart
☐ An excel chart outlining all certified Clinical Laboratory Geneticists providing training
   (name, location, credentials, FTE, university appointment, role (teaching, clinical training mentorship, research supervision))
☐ An excel chart outlining all other professional staff associated with GGD training program
   (bioinformatics staff, genome analysists, and other laboratory physicians, genetic counsellors, nurses)
☐ An excel chart outlining all technologists/technicians/lab assistants within the laboratory

Application Form for the Clinical Genetics Training Program
☐ Simple organizational chart
☐ Create an excel chart outlining all physicians involved in providing training
☐ List all other professional staff associated with GGD training program (genetic counsellors, nurses, dieticians, other professionals)
☐ RCPSC Accreditation Certification*
Rotational objectives for the following rotations;
☐ Medical genetics service
☐ Clinical biochemistry service
☐ High risk obstetrics/fetal assessment unit
☐ Counselling & communication theory/practice
☐ GGD laboratory
☐ Biochemical Genetics laboratory
☐ Clinical/Laboratory-based research
☐ An excel chart outlining all Clinical Laboratory Scientists / PhD Scientists involved in providing training
   (name, location, credentials, FTE, university appointment, role (teaching, clinical training mentorship, research supervision))
☐ Description of how training program addresses the 7 CanMEDs roles

Application Form for the Clinical Biochemical Genetics Training
☐ Simple organizational chart
☐ An excel chart outlining physicians and laboratory directors/scientists involved in providing training
   (name, location, credentials, FTE, university appointment, role (teaching, clinical training mentorship, research supervision))
Rotational objectives for the following rotations;
☐ Clinical Biochemical Genetics
☐ Clinical Genetics
☐ Clinical/Laboratory-based research
☐ GDD Laboratory
☐ Biochemical Genetics laboratory