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**Committee:** CCMG Metabolics Committee

**Document:** Terms of Reference (ToR)

**Dates:** Approved by the Board of Directors **April, 2012**

Revised by the Metabolics committee **November 2020**

Revised and approved by the Board of Directors **January 26, 2021**

Revised by the Metabolics committee **October 2022**

Revised and approved by the Board of Directors **November 2022**

### **Brief Description**

The Metabolics Committee reviews issues related to the training in, and practice of, Laboratory and Clinical Biochemical Genetics in Canada. It provides regular feedback to the Training, Clinical Practice and Laboratory Practice committees on issues related to the improvement of, and advances in, the discipline of Biochemical Genetics.

### **Mandate**

1. To review on a regular basis the training requirements of candidates to the disciplines of Laboratory and Clinical Biochemical Genetics. The Metabolics committee will develop and maintain training guidelines/core competencies for Clinical and Laboratory Biochemical Genetics. This will be reported through the Training Committee.
2. To review on a regular basis the standards of delivery of services in Laboratory and Clinical Biochemical Genetics services across Canada, including Newborn screening services. The Metabolics committee will raise and address Laboratory and Clinical Practice issues as they pertain to the discipline of Biochemical Genetics. This will be reported through the Laboratory Practice and Clinical Practice Committees.
3. To contribute to the mandate of the Training, Clinical and Laboratory Practice committees through regular communication. Each of the above committees will have ex-officio contributors from the Metabolics Committee to serve as liaisons:
  - A minimum of one ex-officio contributor will be assigned to the Laboratory Practice Committee
  - A minimum of one ex-officio clinical (MD) contributor will be assigned to the Clinical Practice Committee
  - A minimum of two ex-officio contributors (one clinical, one laboratory) will be assigned to the Training Committee



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4. Working groups may be created on an ad hoc basis. Membership to these working groups may include individuals who are not fellows of the CCMG but who work in the field of Biochemical Genetics.
5. Review this TOR annually and recommend changes or affirmation of the current document to the Board of Directors.

### **Meetings**

Meetings of the Metabolics committee are open to other CCMG members with an interest in Biochemical Genetics. Participation is encouraged but participants who are not regular contributors to the Metabolics committee may not submit a vote on issues put to vote within the committee.

### **Composition and Tenure**

- The Committee shall normally consist of at least 6 regular contributors including the Chair and Board representative (ex officio). Regular contributors should be practicing as either clinical or laboratory Biochemical Geneticists. Consideration will be given to maintaining geographical representation. The term of membership will be 3 years, renewable once.
- Appointment of the Chair and Chair Elect will be by recommendation of the Committee membership. The Committee will identify the Chair Elect at least 9 months prior to the anticipated turnover and the current Chair will communicate this decision to the Board of Directors, CCMG Office, and Awards and Nominations committee. The normal term of appointment for the Chair shall be 3 years, renewable once, and may follow after one term as a regular contributor. At the end of their term, the Chair will ideally remain on the committee for one additional year as Past Chair (ex officio).
- Terms begin in January and end in December.