



CCMG-CCGM National Office
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Committee: CCMG Training Committee

Document: Terms of Reference (ToR)

Dates: Revised by the Committee, October 2022

Approved by the Board of Directors, **November 2022**

Brief Description

The Training Committee develops and maintains training guidelines that meet the needs of the Trainee, the Training Centres, and the CCMG Credentials, and Clinical Practice and Laboratory Practice Committees. The Training Committee aids in developing training tools.

Mandate

1. To develop and maintain competency requirements for CCMG-certified clinical and laboratory geneticists.
2. To develop and review the training guidelines for clinical and laboratory fellows ensuring:
 - relevancy to the current practice of clinical and laboratory genetics
 - inclusion of emerging technologies in the training curriculum
3. To aid in development and dissemination of training tools.
4. To make recommendations to the Credentials Committee.
5. To liaise with Program directors, the Examinations committee, Accreditation Committee and other committees within the CCMG as needed.

Composition and Tenure

- The Committee shall consist of minimally 10 members:
 - two members with certification in each of the following:
 - Clinical Genetics,
 - Cytogenetics, Molecular genetics and/or Genetic and Genomic Diagnostics
 - Clinical Biochemical Genetics, with one preferably from the Metabolics committee
 - Laboratory Biochemical Genetics, with one preferably from the Metabolics committee



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- a fellow-in-training in their second year of training
 - a Board representative
 - a Chair (or 2 co-Chairs)
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- The normal term of membership will be 3 years, renewable once. Retirements from this committee will be staggered.
 - The normal term for Chair (or co-Chairs) will be 3 years, renewable once.
 - The Committee will recommend to the Board of Directors a Chair-elect (or co-Chairs-elect) to replace a retiring Chair(s), at least 9 months prior to the anticipated turnover. The retiring Chair (or co-Chairs) will normally remain as a member of the Committee for one additional year.

CCMG committee terms of reference are to be reviewed annually, ideally at the time of committee membership turn over.