



**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

Revised by the Committee, July 2024

**Approved by the Board of Directors, August 2024**

## 1. Mandate

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.

## 2. Objectives

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.

## 3. Membership 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



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- Laboratory Biochemical Genetics, with one preferably from the Metabolics committee
  - a fellow-in-training in their second year of training
  - a Board representative
  - a Chair (or 2 co-Chairs)
  
- 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.
- The Committee Chair will ensure that all committee members have signed the CCMG Volunteer Conflict of Interest Form and will save them to the document sharing platform for the committee.
- Any external committee representatives are to be arranged between the corresponding committee chairs.
- Where possible, equity and diversity will be considered in establishing the membership in the committee.

#### **4. Liaisons**

The Committee liaises with the GDD Advisory Working Group, the Metabolic Training Redesign Working Group, the Working Group to Review Clinical Genetics and Clinical Biochemical Fellowship, and the Exam Advisory Committee.

#### **5. Conduct of Meetings**

The Chair or Chair-Elect will convene regular meetings with approximately one meeting held at least quarterly or more frequently if required.

Quorum for decisions will be at least 50% of members

Draft minutes of all meetings will be prepared by a committee member and circulated to the committee members for comment, ideally within 10 working days of the meeting.



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All meeting minutes will be made available to CCMG Board of Directors via the Board of Directors Representative and made available on the shared CCMG document platform for permanency of records.

## **6. Financial Arrangements**

No committee member shall be remunerated for being or acting as a committee member. CCMG will provide support towards Committee meetings held at the Annual General Meeting or to CCMG representatives traveling on approved business that is not otherwise supported.

## **7. By-laws**

This Committee is governed by the By-Laws of CCMG.

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