



CCMG-CCGM National Office
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Committee: CCMG Accreditation of Training Centres Committee

Document: Terms of Reference (ToR)

Dates: Approved by the Board of Directors **May 11, 1999**

Revised by the Accreditation of Centres Committee **January, 2003**

Approved by the Board of Directors **August 6, 2003**

Revised by the Accreditation of Centres Committee **November, 2009**

Approved by the Board of Directors **December 21, 2009**

Revised by the Accreditation of Centres Committee **March, 2014**

Approved by the Board of Directors **September, 2014**

Approved by the Board of Directors **March 2022**

Brief Description

The Canadian College of Medical Geneticists (CCMG) sets and monitors the educational standards for the training of medical genetics specialists. The CCMG Accreditation of Training Centres Committee is responsible for ensuring that training programs are providing sufficient educational experiences and content, and resources for individuals seeking to prepare for examination and certification by the CCMG.

Accreditation by the CCMG does not replace laboratory accreditation by a provincial or other accrediting body. The CCMG strongly encourages each genetics specialty laboratory to obtain appropriate laboratory accreditation.

Mandate

1. To develop guidelines for the evaluation of CCMG training programs;
2. To evaluate applications for accreditation from CCMG training programs;
3. To report to training centres in a form useful for fostering development and maintenance of high standards, which will assist centres in identifying areas needing improvement.

Composition and Tenure

- All regular members of the committee should be fellows of the CCMG for a minimum of 3 years prior to their appointment.
- The core committee shall consist of a Board representative; 4 members with fellowship in Genetic and Genomic Diagnostic/Cytogenetics/Molecular Genetics; 2 members with certification in clinical genetics; 2 members with fellowship in clinical biochemical genetics; 2 members with fellowship in



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biochemical genetics; chair of credentials committee (ex officio member); and a chair (or two co-chairs).

- Each core committee member shall be a member for a term of 3 years, renewable once.
- The Chair shall sit for a term of 3 years, renewable once. The chair must have been a core committee member for at least one year.
- The Committee will recommend to the Board of Directors a Chair-elect to replace a retiring Chair (or co-chairs), at least 9 months prior to the anticipated turnover. The retiring Chair (co-chairs) will normally remain as an ex officio member of the Committee for one additional year. At the end of their mandate, the retiring chair (co-chairs) shall communicate to the CCMG office, the Accreditation committee board representative and the chair of Awards and Nomination the name of the Chair (co-chairs)-elect.
- The roles of the Board representative, Chair of the Credentials committee and Past Chair are advisory and consultative; however, these individuals may be asked to participate in accreditation reviews and/or site visits when needed.