



CCMG-CCGM National Office
4 Cataragui Street, Suite 310
Kingston, Ontario K7K 1Z7
(T) 613-507-8345 (F) 1-866-303-0626
(E) info@ccmg-ccgm.org (W) www.ccmg-ccgm.org

Committee: CCMG Clinical Practice Committee

Document: Terms of Reference (ToR)

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

Revised by the Committee, **December 2020**

Approved by the Board of Directors, January 21, 2021

Brief Description

The Clinical Practice Committee (CPC) develops and/or reviews guidelines for the practice of Clinical Genetics and Genomics. The CPC liaises with the Training committee in order to maintain and develop CCMG training standards and guidelines.

Mandate

1. Develop and/or review guidelines for the practice of clinical genetics and genomics in Canada and make recommendations for implementation to the Board.
2. Develop and publish position papers on pertinent issues as they arise, as requested or approved by the Board of Directors.
3. Review training guidelines for the CCMG clinical genetics training program through liaisons with the CCMG Training Committee and Program Directors.
4. To inform, on an ad hoc basis, Laboratory Practice and Training committees of developments in Clinical Practice that may impact clinical practice and/or education.

Composition and Tenure

The committee shall consist of: a) a core committee that will deal with all routine committee issues; and b) an ad hoc committee that will be selected by the core committee to work on specific committee tasks.

- The core committee shall consist of a Board representative; 4 Clinical Geneticists (with one committee member being a member of the SOGC committee); 1 Laboratory Geneticist; 3 ex-officio members comprised of 2 CAGC members (representing areas of



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prenatal and general clinical genetics) and 1 metabolic genetics representative (selected by the Metabolics Committee); and a Chair.

- 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 term.
- The Committee will recommend to the Board of Directors a Chair-elect to replace a retiring Chair, at least 9 months prior to the anticipated turnover. The retiring Chair will normally remain as an ex officio member of the Committee for one additional year. The retiring chair shall, at the end of their mandate, communicate to the CCMG office, the Clinical Practice committee board representative and the chair of Awards and Nomination the name of the Chair-elect.

Fellows in Training:

- One CCMG affiliate fellow in training, as described in Article 3 of the CCMG By-Laws, may act as a committee member for a term of 2 years. A fellow in training committee member is expected to work with the core members towards the completion of any activities performed by the Clinical Practice Committee. A fellow in training can vote on matters pertaining to the Clinical Practice Committee activities.
- If a fellow-in-training completes their training before their 2 year term expires, they may choose to continue to participate for the remainder of the two year term, or end their term when they are no longer a fellow-in-training.
- Should no volunteer be available to replace a departing fellow in training committee member, this position may remain unfilled within the committee.

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