Committee: CCMG Fellows in Training Communities of Practice (CoP)
Document: Terms of Reference (ToR)
Dates: Approved by the CCMG Board of Directors, May 31, 2021

Mission:
To facilitate and support exchange, networking, and career development between Clinical and Laboratory Genetics Trainees across Canada to develop skills as Medical Experts, Communicators, Collaborators, Leaders, Health Advocates, Scholars, and Professionals in Genetics.

Scope:
The CoP for Fellows in Training exchanges information and resources including but not limited to educational training, career development, and extra-curricular training opportunities.

Guiding Principles:
- Active participation in meeting the CoP objectives
- Open and professional communication, collaboration, and information sharing among members
- Members will respect confidentiality of the topics discussed as applicable
- Members will disclose known or potential conflicts of interest
- The CoP is not a decision-making body of the CCMG, but rather a community of individuals with a shared interest
- The CoP will liaise with the CCMG Board through an annual report

Objectives:
The objectives of the Community of Practice are:
1. To create social linkages between Clinical Genetics and Laboratory Genetics (molecular, cytogenetics, GGD and biochemical) Trainees across Canada
2. To maintain an up-to-date listserv of CCMG and RCSPC Trainees in Genetics
3. To promote interprofessional educational, research, and other collaborative opportunities
4. To promote professional, leadership, and personal development through a Mentorship program
5. To share information about upcoming conferences, online learning resources, and additional educational opportunities not facilitated by a specific training program.
6. To foster open conversation regarding trainee wellness, and to compile an up-to-date list of wellness resources.
Membership and CoP Structure:
Chair: A CoP chair (or two co-chairs) will be a CCMG member in good standing and may be either a Clinical or Laboratory Geneticist. Prior to stepping down, the current chair will request a call of interest among CCMG members. The selection will be made by vote by the E2P2 and PEAC committees. The chair or two co-chair term will be for an initial two-year period, renewable once. In addition, a trainee co-chair will be strongly encouraged, but not mandatory. This trainee co-chair will be in a Canadian training program and selected by a vote by the membership of the CoP and the term will be for a two-year period. The Chair/co-chairs responsibilities are:
   1) to ensure at least one meeting of the members per year, virtually or in person;
   2) to provide a yearly report on CoP activities to the CCMG BoD prior to the CCMG Annual General Meeting;
   3) to notify the Board of Directors when there are changes to the Chair, or to the CoP members, through submission of an updated CoP Member List. The CCMG Awards and Nominations committee will not select members for any CoP, but the CCMG Board may send eblasts reminding CCMG members that they can join any existing CoP, which can be done by contacting the Chair/co-chairs to be added to the Member list.

Core Committee: In addition to the Chair, the core committee will be composed of up to 5 trainees with representation across Clinical (Clinical Genetics, Clinical Biochemical Genetics) and Laboratory (Laboratory Biochemical Genetics, Genetic and Genomic Diagnostics/Cytogenetics/Molecular Genetics) specialties currently in a Canadian program and held for a term of up to two years. The Core Committee’s responsibilities may include:
   1) moderating the CoP message boards
   2) reviewing the aims of the CoP as needed
   3) assisting with CoP events such as, but not limited to, mentorship programs, networking sessions, educational sessions, etc.

Members:
All members in the CoP should be a trainee in a Canadian program or within their first 2 years of practice, with the exception of the Chair/Co-Chair. All members should be in good standing with the CCMG. Other Canadian trainees whose professional roles are relevant to the CoP (for example, genetic counselling students) as well as non-CCMG international clinical genetics trainee, metabolic trainees, or diagnostic laboratory trainees who wish to join based on anticipated practice in Canada, will be reviewed by the Chair(s) and core committee to ensure they meet these requirements. There is no maximum number of members, to reflect the intent that the CoP is an inclusive community.

Meetings: Meetings may be held at a frequency as decided by the CoP membership, but at least one online meeting or call must be held per year to remain as an active CoP within the CCMG. If a meeting or call is not held within 12 months, the CCMG Board may close the CoP at their discretion.

Confidentiality:
Matters discussed at CoP meetings and teleconferences are confidential and may not be disclosed to others, unless agreed upon by the members of the CoP. Exclusion to this is includes information that
was previously published or in the public domain, or it is information was already known to the member and was not acquired by the member directly or indirectly from the CoP.

**Documents:**
If the CoP intends to produce guidelines or other material, advice should be sought from the CCMG Board (for example, to determine if a working group of a subset of the CoP members should be formed).

**Reports to:**
The CoP will provide an annual report to the CCMG Board of Directors on topics and initiatives within the group. The CCMG Board will also share the report with external organizations as requested by the CoP (for example, to professional societies to which other non-CCMG members may belong).

**Term of CoP:**
Ongoing, provided that at least one online meeting or teleconference has occurred within the prior 12 months. Chair/Co-chair terms are 2 years, renewable once.