



CCMG-CCGM National Office
4 Catarqui 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 Laboratory Practice Committee

Document: Terms of Reference (ToR)

Dates: Prepared by the Committee, **July 2011**

Reviewed and approved by the committee, **November 2011**

Approved by the Board of Directors, **April 2012**

Revised by the Committee, November 2020

Approved by the Board of Directors, December 8, 2020

Brief Description

The Laboratory Practice Committee reviews new developments in laboratory-based genetic technologies, updates guidelines for the practice of laboratory genetic testing in Canada, and advises on appropriate standards of training for both Medical/Scientific and technical staff of genetic laboratories that provide clinical service within Canada. This includes Laboratory Geneticists, Technologists and other ranks directly involved in clinical laboratory processes. The committee also responds to other laboratory-related issues at the request of the Board.

Mandate

1. To monitor new or alternate technologies for use in genetic diagnosis in order to make recommendations regarding their adoption into clinical service.
2. To review the development and implementation of all new genetic technologies adopted into clinical service.
3. To review and update the guidelines regarding clinical indications for appropriate genetic testing, based on recommendations from the Clinical Practice Committee.
4. To review the minimum requirements for genetic analysis of clinical specimens, including turn-around-times and retention of genetic records. This review will be ongoing, with updates taking place at a frequency of not less than every 5 years.
5. To review the guidelines for training laboratory geneticists, and to make recommendations for changes to the Training Committee or the Metabolic Committee. This review will take place at the request of the Training or the Metabolic Committees.
6. To review the guidelines for the CCMG accreditation of genetic laboratories, and to make recommendations for changes to the Accreditation of Genetic Centres, at the request of the Accreditation of Centres Committee.



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7. To facilitate communication and information transfer among the CCMG membership, as well as between the CCMG and other groups interested in laboratory genetics.

8. To inform, on an ad hoc basis, the Clinical Practice, E2P2 and Training committees of developments in Laboratory 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; 2 members with fellowship in cytogenetics or dual in cytogenetics/molecular genetics; 2 members with fellowship in molecular genetics or dual in molecular genetics/cytogenetics; 1 member with certification in clinical genetics; 1 ex-officio member (chosen by the Metabolics committee) with fellowship in biochemical genetics or dual in biochemical genetics/molecular genetics; 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 Laboratory 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 Laboratory Practice Committee. A fellow in training can vote on matters pertaining to the Laboratory Practice Committee activities.



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- 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.