Committee: CCMG Metabolics Training Redesign  
Document: Terms of Reference (ToR)  
Dates: Prepared by the Committee, June 2021  
Approved by the Board of Directors, June 23, 2021

Brief Background for Formation of Working Group:

The purpose of this CCMG Ad Hoc Working Group is to redesign the existing Training Guidelines for the Biochemical Genetics Clinical and Laboratory specialties, with the aim of having a training structure aligned with the Competency by Design (CBD) training model adopted by the Royal College of Physicians and Surgeons of Canada (RCPSC) and loosely modeled after the new CCMG training guidelines developed for the Genetic and Genomic Diagnostics (GGD) program that was launched in May 2020.

Mandate
1. To define the training units reflecting core competencies, as well as general topics (milestones) within each unit, which comprise the practice of clinical and laboratory biochemical genetics.
2. To outline the process through which the core competencies for clinical and laboratory biochemical genetics training are achieved within a minimum two year training program.
3. To design a system of trainee progress evaluation during the training, including feedback assessments and re-training as required.
4. To arrange for a communication plan that ensures all Canadian CCMG centers that offer training for biochemical genetics are informed, and are prepared to adopt and implement the redesigned training guidelines.

Specific Deliverables generated by the Working Group and forwarded to the Training Committee for review and completion relate to the content and structure of the Training Guidelines and comprise:

1. Clearly defined training units
2. Length of time assigned to each unit and total number of training units
3. Learning objectives for each individual training unit
4. Required caseload for each training unit (minimum technical and consultative case requirements)

Specific Deliverables generated by the Training Committee comprise:

1. Draft of the final Training Guidelines Document
2. Individual ITERS for each training unit
3. FITER
4. Logbook structure
5. Design of the relevant forms in the TRes platform
6. Implementation of Training Guidelines on the TRes platform

**Timeline**
The aim is to have the Working Group complete all required activities to enable implementation of the redesigned Biochemical Genetics training guidelines in CCMG training sites by July 1, 2023 at the latest. During the first quarter of 2022 the Working Group will assess the progress of activities to date, in order to evaluate if an earlier implementation date (i.e. July 1, 2022) is feasible.

**Membership:**
- At least 14 members, all of whom must be Fellows of the Canadian College of Medical Genetics (FCCMG) in good standing, as follows:
  - At least 6 members who are FCCMG certified in Clinical Biochemical Genetics
  - At least 6 members who are FCCMG certified in Laboratory Biochemical Genetics
  - Two representatives of the CCMG Training Committee (including the Chair(s) of Training) who were involved in the developing of the training program content and process for the GGD specialty
  - The membership of the ad-hoc group must include the representative(s) of the CCMG Metabolics Committee who are *ex-officio* member(s) in the Training Committee
  - Representation from Credentials and Exams committees
  - A Board of Directors Representative to the Ad Hoc Working Group

- It is desirable to have representation from all CCMG Training Sites, as well as balanced regional representation, as much as possible.
- The Working Group may co-opt additional CCMG members and/or committee representatives to assist on specific issues/projects.

**Confidentiality**
Matters discussed at meetings and teleconferences are confidential and may not be disclosed to others. Exclusion to this includes information that was previously published or in the public domain, or if it is information that was already known to the member and was not acquired by the member directly or indirectly from the committee. Individuals outside the working group can be consulted for additional information required to further the mandate with prior agreement by the group.

**Conflict of Interest**
Members should disclose any known or perceived conflicts of interest. When the main goal of the working group is development of educational materials, guidelines or recommendations on a specific topic, participation in similar activities (during the timeframe of the Working Group activities) on the same topic led by external organizations might be perceived as a conflict of interest. If such situations arise the member of working group should discuss this with the chair(s) and Board of Directors representative, who if required could seek the advice of the Board of Directors on that matter.

**Appointment and term of chair**

Two Co-Chairs will be selected from the membership of the Ad Hoc Working group for the duration of the existence of the Working Group, and approved by the CCMG Board of Directors.

**Conduct of Meetings**

- The co-chairs will convene regular zoom meetings of the Ad Hoc Working Group, with approximately one meeting held each month or more frequent if required.
- Quorum for decisions will be at least 50% of Working Group members.
- Draft minutes of all meetings will be prepared and circulated to the Working group members for comment, ideally within 10 working days of the meeting.
- All meeting minutes will be made available to the CCMG Board of Directors via the Board of Directors Representative.

**Reporting**

- The co-chairs will report to the CCMG Board of Directors via the Board representative for monthly updates.
- After completion of the redesigned Guidelines, the draft document(s) will be submitted to the CCMG Board of Directors, and feedback will be sought from all members of the CCMG Training Committee and all CCMG Sites offering training for Biochemical Genetics.
- The final document(s) will be submitted to the Board of Directors for approval.