



**Committee:** CCMG Credentials Committee

**Document:** Terms of Reference (ToR)

**Dates:** Approved by the Committee **2003**

Approved by the Board of Directors August 6, 2003

Approved by the Committee November 22, 2004

Approved by the Board of Directors February 2, 2005

Approved by the Board of Directors May 30, 2013

Approved by the Board of Directors July 2016

Approved by the Board of Directors September 4, 2020

Reaffirmed by the Committee May 2024

**Approved by the Board of Directors, August 2024**

## 1. Mandate

The Credentials Committee reviews applications from individuals who are either in training or have completed training in order to ensure that all CCMG training program requirements have been met prior to certification. The committee makes recommendations as to the suitability of each candidate's background and training after reviewing the relevant documentation based on current training/credentialing guideline requirements.

The committee also assesses requests from trainees for training program reductions as well as applications for re-admission to the College. The committee does not review applications for affiliate status or fellow-in-training status. They also liaise with the respective CCMG specialty committees (Clinical Practice, Laboratory Practice, and Training) in the review, modification and subsequent implementation of training guidelines.

## 2. Objectives

1. To interpret the College's regulations in the evaluation of the credentials of individuals seeking admission to the CCMG.
2. To review applications from persons certified in Medical Genetics by the Royal College of Physicians and Surgeons of Canada for admission to the CCMG and make recommendations to the Board of Directors.
3. To review applications from persons requesting re-admission to the CCMG or admission to the CCMG via the exceptional route.
4. To review, update and create (as needed) any supporting documentation required by the Credentials Committee for the Credentials review process.
5. To make recommendations to the Board of Directors, Training and PEACE committees concerning standards of training programs, based on review of credentials applications.
6. To communicate changes of credentials guidelines/documentation requirements to program directors of CCMG training centres.

*Date of last review: May 2024*

7. To provide an annual report summarizing committee activities to the Board of Directors.

### **3. Membership and Tenure**

Any external committee representatives are to be arranged between the corresponding committee chairs

- The committee consists of 12 regular members including the Chair or 2 Co-Chairs, with the following composition.
  - Member(s) from Cytogenetics (minimum 1, maximum 3)
  - Member(s) from Molecular Genetics (minimum 1, maximum 3)
  - Member(s) from Cytogenetics and Molecular Genetics, and/or Genetic and Genomic Diagnostics (GGD) (minimum 2)
  - Member(s) from Clinical Genetics (minimum 1, maximum 2)
  - Members from Biochemical Genetics (3 members, at least 1 Clinical and 1 Laboratory)

Ideally there shall include at least one bilingual member. As necessary, the Credentials committee can request an ad hoc bilingual member of the CCMG to review select applications. Fellow-in-Training Affiliates are not entitled to serve on the Credentials committee.

- In addition to the regular members, the committee will include a Board representative, the Chair of the Accreditation of Centers Committee and the Chair of the Training Committee.
- Any external committee representatives are to be arranged between the corresponding committee chairs.
- The normal term of committee membership will be 3 years, renewable once. The tenure for the Chair will be a single 3-year term, renewable once. Ideally, the Chair should have been a regular committee member for at least one term. The Committee will recommend to the Board of Directors a Chair-elect to replace the retiring Chair at least one year prior to the anticipated turnover. The retiring Chair will normally remain as a member of the Committee for two additional years.
- The Board of Directors representative, the Chairs of the Training and Accreditation of Centers committee and the past Credentials committee Chair may participate in regular committee activities or may serve in an advisory/consultative capacity only.
- The Committee Chair will ensure that all committee members have signed the CCMG Volunteer Conflict of Interest Form and will save them to the document sharing platform for the committee.
- Where possible, equity and diversity will be considered in establishing membership in the committee.

### **4. Liaisons**

The Committee liaises with Examinations Committee and the Training Committee.

### **5. Conduct of Meetings**

The Chair or Chair-Elect will convene regular meetings with approximately one meeting held at least quarterly or more frequently if required.

*Date of last review: May 2024*

Quorum for decisions will be at least 50% of members

Draft minutes of all meetings will be prepared by a committee member and circulated to the committee members for comment, ideally within 10 working days of the meeting.

All meeting minutes will be made available to CCMG Board of Directors via the Board of Directors Representative and made available on the shared CCMG document platform for permanency of records.

## **6. Financial Arrangements**

No committee member shall be remunerated for being or acting as a committee member. CCMG will provide support towards Committee meetings held at the Annual General Meeting or to CCMG representatives traveling on approved business that is not otherwise supported.

## **7. By-laws**

This Committee is governed by the By-Laws of CCMG.

The CCMG committee Terms of Reference are to be reviewed annually, ideally at the time of committee membership turn over.