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## **TERMS OF REFERENCE FOR ACCREDITATION OF TRAINING CENTRES CCMG WORKING GROUP: Developing accreditation standards and new model for accreditation of training programs**

Date ToR approved by Board: April 10, 2024

### **Brief Background for Formation of Working Group:**

The CCMG offers certification in four specialties: Clinical Genetics; Clinical Biochemical Genetics; Lab Biochemical Genetics, and Genetic and Genomic Diagnostics. The certification process (in most cases) requires trainees to undergo training in an accredited training centre. The process of a centre obtaining and renewing accreditation as a training centre is overseen by the Accreditation of Training Programs committee (AoTPC), and the process currently involves completion of online accreditation forms and a site visit. The application is reviewed by the AoTPC committee which makes a recommendation to the board. However, the elements that define a successful application are not currently transparent or well defined.

The development of a Standards for Accreditation of Centres document will not only serve to guide the evaluation of centres, but the clear and explicit definition of the elements of a successful training environment will help training centres develop and continuously improve their programs. It will help to ensure a fair and equitable training environment across institutions, and it will serve as a guide to help organizations identify ways to support the needs of the trainees and trainers.

Currently, the evaluation and accreditation of clinical and laboratory training is performed by the CCMG AoTPC. However, there is growing recognition that accreditation of any training program by an 'arm's length' body is best practice. In keeping with this, the ABMGG transitioned laboratory accreditation to the Accreditation Council for Graduate Medical Education (ACGME) which is responsible for setting standards for US graduate medical education programs. Thus, the CCMG would like to work towards engaging an appropriate Canadian third party to accredit CCMG training programs (e.g. CanERA).

### **Mandate**

The purpose of this CCMG Ad Hoc Working Group is to 1) develop Accreditation Standards for the four specialties, and 2) recommend an 'arm's length' model for accreditation of training programs to be presented to CCMG membership at the 2024 AGM.

### **Timeline**

The aim is to have the Working Group complete activities to enable recommendations for new model of accreditation of training programs to be put forth to CCMG Board of Directors (BoD) for approval in May 2024 and then presented to CCMG membership at the AGM (June 2024).

### **Membership:**

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**Co-chairs:** Dr(s) Karen Bedard and Lindsay Brown

**Members:**

4-6 CCMG members

- Ideally with at least 1 from each discipline (CCMG molecular & cyto or GGD; clinical; lab biochem; clinical biochem certified)
- Ideally with 1 member from Credentials committee
- Ideally with 1 member with knowledge of the examinations process
- Ideally with 1 member from Training committee

2 external members from the Canadian Association of Clinical Biochemists

**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 information that was already known to the member and was not acquired by the member directly or indirectly from the Working Group.

**Conflict of Interest**

Members should disclose any known or perceived conflicts of interest. If such situations arise the member of working group should discuss this with the chair(s) and BoD representative, who if required could seek the advice of the BoD on that matter.

**Appointment and term of co-chairs**

The two co-chairs proposed for the working group are Dr(s) Karen Bedard and Lindsay Brown. Chairs and co-chairs will remain in this position for duration of the working group after approval by the CCMG BoD.

**Conduct of Meetings**

- The chair or co-chairs will convene regular Teams 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 CCMG BoD via the Board Representative on the Accreditation of Training Centres Committee.

**Reporting**

- The co-chairs will report to the CCMG BoD via the Board representative for monthly updates.
- After completion of the Standards document, it will be submitted to CCMG BoD to seek the feedback from the following CCMG committees.
  - Credentialling
  - Exam Advisory

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- Training
- The final document(s) will be submitted to BoD for approval.