



CCMG-CCGM National Office
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Committee: CCMG Cancer Genetics Committee

Document: Terms of Reference (ToR)

Dates: Approved by the Board of Directors **April 11, 2024**

Mandate

The Cancer Genetics Committee reviews issues related to the training in, and practice of, Laboratory and Clinical Cancer Genetics in Canada. It will serve as a connection to key memberships relevant to both inherited and somatic genetics and an advocate for driving standards of care with a focus on understanding patients' needs in Canada.

Objectives

1. To review on a regular basis the Cancer Genetics training requirements for GGD candidates and CCMG clinical fellows with the Training Committee and other relevant committees to develop and maintain guidelines/core competencies.
2. To monitor and review new standards in cancer genetic testing, and to make recommendations to the Laboratory and Clinical Practice Committees, E2P2 and other relevant committees regarding their adoption into routine clinical service.
3. To review the guidelines for the CCMG accreditation of genetic laboratories, and to make recommendations for changes to the Accreditation of Genetic Centres relevant to Cancer Genetics, at the request of the Accreditation of Centres Committee.
4. To review on a regular basis the minimum requirements for genetic analysis of specimens for both inherited and somatic genetics, including turnaround times and retention of genetic records. This review will be done in consultation with the Laboratory Practice Committee and Clinical practice committee on an ongoing basis with updates taking place at a frequency of not less than every five years.
5. To increase communication and consultation between the CCMG, CAGC and Canadian Anatomical Pathologists/College of American Pathologists and other relevant professional groups on related activities in cancer genetics.
6. To increase awareness of the emerging research areas relevant to clinical cancer genetics care.,

Membership and Tenure

- The Committee shall normally consist of at least 11 regular contributors, with contributions from across Canada and including the following:
 - Chair or two co-chairs who are CCMG Regular Member
 - CCMG Board representative
 - At least two CCMG-certified or CCMG-associate/affiliate laboratory geneticists with training in cytogenetics, molecular genetics or GGD

Date of last review:



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- At least two CCMG-certified or CCMG-associate/affiliate Medical Geneticists physician with expertise in cancer genetics
- One fellow-in-training (clinical or laboratory)
- One Canadian Association of Genetics Counsellor (CAGC) representative with experience in hereditary cancer
- At least one non-CCMG physician with experience in cancer genetics (e.g. pathologist, oncologist)
- At least one non-CCMG translational researcher in the area of cancer genetics
- One patient advocate representative
- The term of membership will be 3 years, renewable once.
- Appointment of the Chair (and co-chair) and Chair (and co-chair) Elect will be by recommendation of the Committee membership. The Committee will identify the Chair Elect at least 9 months prior to the anticipated turnover and the current Chair will communicate this decision to the Board of Directors, CCMG Office, and Awards and Nominations committee. The normal term of appointment for the Chair shall be 3 years, renewable once, and may follow after one term as a regular contributor.
- Terms begin in January and end in December
- Meetings of the Cancer Genetics committee are open to other CCMG members with an interest in Cancer Genetics.

Liaisons

- The committee may liaise with the Board of Directors representative, the Chairs of Accreditation, Clinical and Laboratory Practice, Credentials, Exam Advisory, PEACE and Training committees who are also able to participate in regular committee activities or may serve in an advisory/consultative capacity only if they wish.
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Conduct of Meetings

The chair or co-chair will convene regular meetings with approximately one meeting held at least quarterly. 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. Quorum for decisions will be at least 50% of members

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.

8. Financial Arrangements

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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.

9. By-laws

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

CCMG committee terms of reference are to be reviewed annually, ideally at the time of committee membership turn over.

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