



**Committee:** Accreditation of Centres Committee

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

**Dates:** Approved by the Board of Directors May 11, 1999

Revised by the Accreditation of Centres Committee January, 2003

Approved by the Board of Directors August 6, 2003

Revised by the Accreditation of Centres Committee November, 2009

Approved by the Board of Directors December 21, 2009

Revised by the Accreditation of Centres Committee March, 2014

Approved by the Board of Directors September, 2014

Approved by the Board of Directors March 2022

Revised by the Accreditation of Centres Committee May 2024

**Approved by the Board of Directors, July 25, 2025**

## 1. Mandate

The Canadian College of Medical Geneticists (CCMG) sets and monitors the educational standards for the training of medical genetics specialists. The CCMG Accreditation of Training Centres Committee is responsible for ensuring that training programs are providing sufficient educational experiences and content, and resources for individuals seeking to prepare for examination and certification by the CCMG.

Accreditation by the CCMG does not replace laboratory accreditation by a provincial or other accrediting body. The CCMG strongly encourages each genetics specialty laboratory to obtain appropriate laboratory accreditation.

## 2. Objectives

1. To develop guidelines and assess processes for the evaluation of CCMG training programs;
2. To evaluate applications for accreditation from CCMG training programs;
3. To report to training centres in a form useful for fostering development and maintenance of high standards, which will assist centres in identifying areas needing improvement.

## 3. Membership and Tenure

All regular members of the committee should be fellows of the CCMG for a minimum of 3 years prior to their appointment.

The core committee shall consist of

a Board representative;

4 members with fellowship in Genetic and Genomic Diagnostic/Cytogenetics/Molecular Genetics;

2 members with certification in clinical genetics;



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2 members with fellowship in clinical biochemical genetics;  
2 members with fellowship in laboratory biochemical genetics;  
chair of credentials committee (ex officio member);  
and a chair (or two cochairs).

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 year.

The Committee will recommend to the Board of Directors a Chair-elect to replace a retiring Chair (or co-chairs), at least 9 months prior to the anticipated turnover.

The retiring Chair (co-chairs) will normally remain as an ex officio member of the Committee for one additional year. At the end of their mandate, the retiring chair (co-chairs) shall communicate to the CCMG office, the Accreditation committee board representative and the chair of Awards and Nomination the name of the Chair (co-chairs)-elect.

The roles of the Board representative, Chair of the Credentials committee and Past Chair are advisory and consultative; however, these individuals may be asked to participate in accreditation reviews and/or site visits when needed.

Where possible, equity and diversity will be considered in establishing the membership in the committee.

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.

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

#### **4. Liaisons**

The Committee liaises with the board of directors (representative), credentials committee (representative).

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

The chair(s) will convene regular meetings with approximately two general meetings held at least annually. Additional discussions regarding applications are scheduled as required (non-minuted).

Quorum for decisions will be at least 50% of members

Draft minutes of all general meetings will be prepared by a committee member and circulated to the

*Date of last review: May 2024*



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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.

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