



CCMG-CCGM National Office
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Committee: CCMG Clinical Practice Committee

Document: Terms of Reference (ToR)

Dates: Approved by the Board of Directors, 2012
Revised by the Committee, December 2020
Approved by the Board of Directors, January 21, 2021
Revised by the Committee, May 2024
Approved by the Board of Directors, July 25, 2024

1. Mandate

The Clinical Practice Committee (CPC) develops and/or reviews guidelines for the practice of Clinical Genetics and Genomics. The CPC liaises with the Training committee in order to maintain and develop CCMG training standards and guidelines.

2. Objectives

1. Develop and/or review guidelines for the practice of clinical genetics and genomics in Canada and make recommendations for implementation to the Board.
2. Develop and publish position papers on pertinent issues as they arise, as requested or approved by the Board of Directors.
3. Review training guidelines for the CCMG clinical genetics training program through liaisons with the CCMG Training Committee and Program Directors.
4. To inform, on an ad hoc basis, Laboratory Practice and Training committees of developments in Clinical Practice that may impact clinical practice and/or education.

3. Membership and Tenure

The committee shall consist of: a) a core committee that will deal with all routine committee issues; and b) an ad hoc committee that will be selected by the core committee to work on specific committee tasks.

- The core committee shall consist of a Board representative; 4 Clinical Geneticists (with one committee member being a member of the SOGC committee); 1 Laboratory

Date of last review: May 2024



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Geneticist; 3 ex-officio members comprised of 2 CAGC members (representing areas of prenatal and general clinical genetics) and 1 metabolic genetics representative (selected by the Metabolics Committee); and a Chair.

- 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 term.
- The Committee will recommend to the Board of Directors a Chair-elect to replace a retiring Chair, at least 9 months prior to the anticipated turnover. The retiring Chair will normally remain as an ex officio member of the Committee for one additional year. The retiring chair shall, at the end of their mandate, communicate to the CCMG office, the Clinical Practice committee board representative and the chair of Awards and Nomination the name of the Chair-elect.
- Where possible, equity and diversity will be considered in establishing the membership in the committee.
- Any external committee representatives are to be arranged between the corresponding committee chairs.
- 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.

Fellows in Training:

- One CCMG affiliate fellow in training, as described in Article 3 of the CCMG By-Laws, may act as a committee member for a term of 2 years. A fellow in training committee member is expected to work with the core members towards the completion of any activities performed by the Clinical Practice Committee. A fellow in training can vote on matters pertaining to the Clinical Practice Committee activities.
- If a fellow-in-training completes their training before their 2 year term expires, they may choose to continue to participate for the remainder of the two year term, or end their term when they are no longer a fellow-in-training.
- Should no volunteer be available to replace a departing fellow in training committee member, this position may remain unfilled within the committee.



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4. Liaisons

The Committee liaises with the board of directors (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 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.

8. 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.

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.