



CCMG-CCGM National Office
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Committee: CCMG Continuing Professional Development Committee

Document: Terms of Reference (ToR)

Dates: Prepared by the CPD committee, March 2023

Approved by the Board of Directors, April 2023

Reviewed by the CPD committee, May 2024

Approved by the Board of Directors, July 25, 2024

1. Mandate

The Continuing Professional Development (CPD) Committee is a standing Committee of the CCMG. Its mission is to facilitate and evaluate quality continuing professional development (CPD) initiatives for medical genetics practitioners and allied healthcare workers in Canada for the enhancement of genetics and genomics literacy, and care of individuals with genetic disorders and their families.

2. Objectives

- To develop and provide a RCPSC accrediting program establishing the criteria and process for members to apply for and receive accreditation for CPD activities
- To develop in partnership with CCMG members/committees and external groups, educational content, assessment tools and delivery approaches that meet the needs of the CCMG and wider genetics community
- To deliver an effective, evidence-based CPD program which includes regular assessment of needs of CCMG members and the wider genetics community and evaluation of educational and assessment activities provided
- To recommend a 2 year strategic plan for CCMG educational programming that is reviewed and updated annually according to assessed CPD needs of the membership
- To undertake and/or partner with other CCMG committees/members and external groups, educational research into needs assessment, program evaluation, and physician learning and assessment activities

3. Membership and Tenure

The committee shall consist of:

- a) a core committee of no fewer than nine (9) members (including Chair, Chair elect, Board representative, and E2P2 and Scientific Planning Committee representatives that will deal with all routine committee issues; and
- b) as needed 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 Chair and a Chair-elect; a board representative; 1 member with fellowship in cytogenetics or GGD; 1 member with fellowship in molecular genetics or GGD; 2 members with certification in medical genetics; 1 member with certification in clinical or laboratory biochemical genetics with due consideration to geographic and demographic diversity.

Additionally, the committee should include:

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- at least one representative of the E2P2 committee
- at least one representative of the Scientific Planning Committee

External committee representatives are to be arranged between the corresponding committee chairs.

As deemed necessary, the committee may include ad hoc members appointed by the Chair and agreed upon by a quorum of the committee members to fulfill specific educational or policy initiatives.

The CPD Committee reports to the CCMG Board of Directors through its board representative. The Committee will provide written reports and presentations to the Board and provide a report for the CCMG Annual General Meeting.

Each core committee member shall be a member for a term of 3 years, renewable once. The committee should be structured so that no more than 50% of the members change at the same time.

The Chair shall sit for a term of 3 years. The Chair must have been a core committee member for at least one term. The ideal chair shall be familiar with CPD accreditation.

The Committee will recommend to the Board of Directors a Chair-elect to replace a retiring Chair, at least 1 (preferably 2) years prior to the anticipated turnover. The retiring chair shall, at the end of their mandate, communicate to the CCMG office, the committee board representative and the chair of Awards and Nomination the name of the Chair-elect.

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 Committee. A fellow in training can vote on matters pertaining to the 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.

6. Liaisons

The Committee liaises with the Royal College of Physicians and Surgeons of Canada, the CCMG Annual Scientific Meeting Committee, and the CCMG Education, Ethics and Public Policy Committee (E2P2).

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7. 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.

Quorum for decisions will be at least 50% of regular 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.

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. Bylaws

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.