



Committee: CCMG Laboratory Practice Committee

Document: Terms of Reference (ToR)

Dates: Prepared by the Committee, July 2011

Reviewed and approved by the committee, November 2011

Approved by the Board of Directors, April 2012

Revised by the Committee, November 2020

Approved by the Board of Directors, December 2020

Revised by the Committee, April 2024

Approved by the Board of Directors, July 25, 2024

1. Mandate

The Laboratory Practice Committee reviews new developments in laboratory-based genetic technologies, updates guidelines for the practice of laboratory genetic testing in Canada, and advises on appropriate standards of training for both Medical/Scientific and technical staff of genetic laboratories that provide clinical service within Canada. This includes Laboratory Geneticists, Technologists and other ranks directly involved in clinical laboratory processes. The committee also responds to other laboratory-related issues at the request of the Board.

2. Objectives

1. To monitor new or alternate technologies for use in genetic diagnosis to make recommendations regarding their adoption into clinical service.
2. To review the development and implementation of all new genetic technologies adopted into clinical service.
3. To review and update guidelines regarding clinical indications for appropriate genetic testing, based on recommendations from the Clinical Practice Committee.
4. To review the minimum requirements for genetic analysis of clinical specimens, including turn-around-times and retention of genetic records. This review will be ongoing, with updates taking place at a frequency of not less than every 5 years.
5. To review the guidelines for training laboratory geneticists, and to make recommendations for changes to the Training Committee or the Metabolic Committee. This review will take place at the request of the Training or the Metabolic Committees.
6. To review the guidelines for the CCMG accreditation of genetic laboratories, and to make recommendations for changes to the Accreditation of Genetic Centres, at the request of the Accreditation of Centres Committee.
7. To facilitate communication and information transfer among the CCMG membership, as well as between the CCMG and other groups interested in laboratory genetics.



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8. To inform, on an ad hoc basis, the Clinical Practice, E2P2 and Training committees of developments in Laboratory Practice that may impact clinical practice and/or education.

3. Membership and Tenure

The committee shall consist of: 1) a core committee that will deal with all routine committee issues; and 2) ad hoc members that will be selected by the core committee to work on specific committee tasks. The expertise and number of ad hoc members will be at the discretion of the Chairperson in consultation with the core committee.

The core committee shall consist of a Board representative; 3 members with fellowship in cytogenetics or dual in cytogenetics/molecular genetics; 3 members with fellowship in molecular genetics or dual in molecular genetics/cytogenetics; 1 member with certification in clinical genetics; 1 ex-officio member (chosen by the Metabolic committee) with fellowship in biochemical genetics or dual in biochemical genetics/molecular genetics; 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 a member of the Committee for one additional year.

One CCMG affiliate, as described in Article 3 of the CCMG By-Laws, may act as a committee member for a term of 2 years. They are able to work with the core members towards the completion of any activities performed by the Laboratory Practice Committee. If the CCMG affiliate is a fellow-in-training and they complete 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.

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.

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

Fellow-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.



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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.

4. Liaisons

The Committee liaises with Clinical Practice, Metabolics, and The Education, Training, Ethics and Public Policy (E2P2) Committees. The Committee also liaises with CCMG Working Groups.

5. 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 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.

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.