



## CCMG Proposal Form: Proposal for Practice Guideline, Resource, Position statement or Other Project

Submission Date: \_\_\_\_\_ CCMG Member Submitting: \_\_\_\_\_

Name/Title of Project: \_\_\_\_\_

Is the project being proposed by an existing committee?

No  Yes CCMG Committee: \_\_\_\_\_

Does a separate working group need to be created to complete project (if yes a working group Terms of Reference should be submitted)

No  Yes

Is this a joint project with another organization(s)?

No  Yes Other Organization(s): \_\_\_\_\_

### TYPE OF NEW PROJECT (Please check one)

All projects should be developed in accordance with the **CCMG Document Guidance framework**. If publication is intended, instructions to authors should be reviewed at the beginning of the project.

**Practice guideline.** A practice guideline is based on systematic evidence review in the development of recommendations to address an important and timely topic to inform clinical best practices.

This document will be a:  Clinical practice guideline  Laboratory practice guideline

**Practice resource.** A practice resource document addresses an important and timely topic in clinical genetics, including laboratory practice algorithms. These documents are written by experts in the field and rely on best available evidence/ published data and expert opinion. It is expected to have a transparent, reproducible methodology, make justifiable recommendations, and discuss its limitations, including the potential for bias given the non-systematic approach.

This document will be a:  Clinical practice resource  Laboratory practice resource

**Position statement.** A detailed policy report that makes recommendations or advocates for a certain course of action based on best available evidence. It is a statement about a timely issue that represents the opinions, beliefs, and/or best professional judgments of the College. Policy statements outline how the College intends to

act in specific circumstances. Position statements discuss where the College stands on a topic or a debatable issue and are often used to describe the goals of a positioning strategy.

**Points to Consider** is a brief communication designed as an educational resource to provide quality clinical care; structured explanatory check list regarding relevant points to consider.

**Consensus statements** are developed on a collective opinion or consensus of the CCMG membership. Curated and written by an expert panel; should be evidence based, often when a smaller body of evidence is available (ie. merging technologies, clinical practices) and developed around a topic that is narrowly focused.

**REVISION OF AN EXISTING CCMG DOCUMENT**

Clinical Practice guideline     Laboratory Practice guideline

Clinical practice resource     Laboratory practice resource

Position statement     Points to Consider     Consensus Statement

*Note: The previous document will be retired when the revised document is published.*

Document Title: \_\_\_\_\_

Previous Publication Date: \_\_\_\_\_

**ADDENDUM TO AN EXISTING CCMG DOCUMENT**

*Note: The requesting committee should provide a rationale for this action in the space below.*

Document Title: \_\_\_\_\_

Previous Publication Date: \_\_\_\_\_

Rational for addendum:

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**RETIREMENT OR REAFFIRMATION OF A GUIDELINE OR OTHER COLLEGE DOCUMENT**

*Note: The requesting committee should provide a rationale for this action in the space below.*

Retirement     Reaffirmation

Document Title: \_\_\_\_\_

Previous Publication Date: \_\_\_\_\_

Rational for retirement or reaffirmation

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**DESCRIPTION OF AND JUSTIFICATION FOR THE PROJECT**

Please provide 1-2 paragraphs (or bullet points) describing the project. Include:

1. Why is there a need for the project (e.g., controversy in field, new treatments or diagnostic tools available, new technology affecting clinical practice, etc.).
2. Potential to affect change in practice, potential usefulness to improve quality of care and/or potential risk of inaction or harm with lack of this clinical guidance.

See “Document Guidance framework; Appendix 1 “AGREE Reporting Checklist Domain 1 Scope and Purpose”

**REVIEW AND ENGAGEMENT WITH OTHER GROUPS**

1. Does this project involve another organization? If yes, describe rationale for joint statement and any engagement to date

2. What other groups or organizations do you recommend be asked to review this document before publication? List groups / organizations.

3. Which CCMG committees do you recommend be part of the final review process?

4. Should the final document be review by all CCMG members?

Yes       No

5. Are Fees anticipated for Journal publication? If yes, indicate estimated cost \_\_\_\_\_  
Are Fees being requested for a Medical Writer? \_\_\_\_\_

**DEI CONSIDERATIONS**

CCMG is committed to creating and sustaining an environment of diversity, equity, and inclusion (DEI). Please comment on your consideration of DEI principles when proposing the 1) content of your document and 2) WG member composition. WG composition is suggested to have members that, **to the best of your knowledge and respecting individuals' privacy**, differ in race, ethnicity, disability, religion, sexual orientation, gender, age, or other personal differences in addition to varied professional backgrounds and career status.

**CCMG Board of Directors Use Only**

**Project Tracking:**

Board Member Representative: \_\_\_\_\_

	Board of Directors	CCMG Committees (List)	CCMG Membership	External Review (List)
Date Received				
Date Sent for Review				
Expected Return Date				
Date Returned				

**Document Revision History**

Date	Process
Dec 2024	Created
	Board Approval