



CCMG Document Review and Approval Process

Purpose:

The purpose of this document is to provide the process by which Canadian College of Medical Geneticists (CCMG) practice guideline, resource or other documents are reviewed and approved for publication. This document is to be used by the Board of Directors (BoD), CCMG Committees, and the Management office when drafting and publishing official CCMG documents; thus, ensuring a consistent, transparent, and efficient approach. This document will be reviewed periodically, ideally annually, to incorporate feedback for improvements or clarification.

Step	Action	Person(s) Responsible
1.	<p>Submit the CCMG Proposal Form to the BoD representative for the (most) responsible committee or working group. Provide opinion on:</p> <ul style="list-style-type: none"> ○ If a new Working Group is to be formed, draft the Working Group Terms of Reference (TOR) and potential membership and submit with the CCMG Proposal Form to the BoD. ○ If the support of a Medical Writer is envisioned, please refer to the CCMG document 'Process to Hire External Writer' to initiate this process. ○ If fees for Journal publication are anticipated, indicate on CCMG Proposal form 	Committee Chair OR BoD (i.e., May be BoD making the request of a Committee, or may be a Committee confirming BoD support/direction)
2.	BoD representative submits CCMG Proposal Form and any related documents to BoD for review and agreement to proceed. Once reviewed by the BoD, the BoD representative communicates agreement back to committee or working group.	Committee BoD Representative
3.	If applicable, communicate intent to external organizations, and obtain consensus on approach. E.g., Joint, endorse, review.	BoD President
4.	<p>Committee/working group chair submits draft document to BoD representative</p> <ul style="list-style-type: none"> - Progress reports on the document generation can be provided to the BoD representative to be included in monthly board meetings 	Chair, of (most) responsible committee or working group
5.	Circulate draft document to BoD for review, requesting feedback and response within 14 days.	Committee/working group BoD Representative

6.	Review BoD response. Provide BoD direction and feedback back to Committee.	Management office/Committee/working BoD Representative
7.	Revise as necessary based on BoD feedback and generate a separate document outlining changes within two weeks of receiving BoD feedback and submit to BoD representative.	Author(s)
8	Submit revised document with document outline changes back to BoD for review. To be completed by the BoD in 14 days.	BoD Representative
9.	Once approved by the BoD for distribution, the final draft document, the Management Office circulates to the relevant internal and external reviewers as outlined in the CCMG Proposal Form for the project.	Management Office
10.	Circulate draft document to appropriate groups, <i>requesting feedback and response within 2 weeks.</i>	
	IF	THEN
	BoD	Send via email
	Committee	Send to Committee Chair via email
	Membership	Post document to CCMG website, send eblast requesting Member input.
	External Organization	Send to appropriate lead within External Organization via email
11.	Compile responses and send to Committee/working group BoD Representative for review.	Management Office
12.	Forward direction/responses to Lead Author:	
	IF	THEN
	Major concerns	Request substantial changes by Authors/Committee and request resubmission to BoD. Proceed to Step 9.
	Minor edits.	Return document to Lead Author for minor revision. Proceed to Step 13.
	No concerns.	Incorporate next BoD meeting date as approval date and finalize document. Inform Management Office. Proceed to Step 16.
		Committee/working group BoD Representative

13.	Update document with changes tracked; address all responses in a separate document (e.g. incorporated OR rationale for not incorporating).	Lead Author/Committee	
14.	Submit updated document and addressed responses to Committee/working group BoD Representative.	Lead Author	
15.	BoD representative submits responses and proceed as below	Committee/working group BoD Representative	
	IF		THEN
	Minor revision and BoD review NOT required		Incorporate next BoD meeting date as approval date and finalize document. Inform Management Office. Proceed to Step 16.
Revision requires BoD review	Circulate to BoD for review, requesting feedback and response within 10 days. Inform Management Office by same email. Proceed to Step 16.		
16.	Place item on next BOD agenda: <ul style="list-style-type: none"> Consent Agenda: No concerns, Minor revision Business Arising: Major revision that changes intent of document. 	Management Office	
17.	Approve document and, as applicable, provide direction on posting to CCMG website via action item.	BoD	
	IF		THEN
	Will be submitted for publication		Proceed to step 18.
Will not be submitted for publication	EITHER general public access or restricted members only access as appropriate to the nature of the document. Proceed to step 20.		
18.	Inform Lead Author of Board's decision.	Committee/working group BoD Representative	
19.	As applicable, submit document for publication. Upon acceptance, inform Committee/working group BoD Representative.	Lead Author	
20.	As per BoD minutes action item: <ul style="list-style-type: none"> Brand and post PDF of document to the CCMG website and remove any obsolete documents OR Once published, incorporate link to publication on the CCMG website and remove any obsolete documents. 	Management Office with assistance of Committee BoD Representative	
21.	As applicable, provide final branded PDF version of the document to the Lead Author with explanation as to where the document resides.	Committee BoD Representative	
22.	Place holder for "Review and revision process" – see "Document control master list"	Current committee chair	

23	Each revision of document is submitted to BoD for review and approval	BoD representative
24	If a working group was formed, submit a motion at the next BoD meeting to dissolve the working group	Working group BoD representative

CCMG Board of Directors Use Only

Document Revision History

Date	Process
Mar 2017	Approved by the CCMG Board of Directors
Dec 2024	Revised by Guidelines Working Group
	Board approved