



**CCMG-CCGM National Office**  
4 Cataract Street, Suite 310  
Kingston, Ontario K7K 1Z7  
(T) 613-507-8345 (F) 1-866-303-0626  
(E) [info@ccmg-ccgm.org](mailto:info@ccmg-ccgm.org) (W) [www.ccmg-ccgm.org](http://www.ccmg-ccgm.org)

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**Committee:** CCMG Genetic and Genomic Diagnostics Advisory Working Group

**Document:** Terms of Reference (ToR)

**Dates:** Prepared by the Committee, February 9, 2022

**Approved by the Board of Directors,** May 5, 2022

### **Brief Background for Formation of Working Group:**

Prior to 2020 the Canadian College of Medical Geneticists provided training guidelines, training program accreditation, credentialing and certifying examination for molecular genetics and cytogenetics separately.

An Ad Hoc Genetic and Genomic Diagnostic (GGD) Working Group was created by the CCMG Board of Directors (BoD) in 2018. This working group defined the core competencies covering the combined practice of clinical cytogenetics and molecular genetics and defined a process to achieve the core competencies for GGD training within a minimum two-year training program. Structure and content of the GGD program was developed with the mindset that the program could ultimately be compatible with a “Competency by Design” assessment program in future form but not in the first iteration. Feedback from the CCMG Training Committee, BoD, and all current CCMG training centres were incorporated. The Training Committee then developed comprehensive training guidelines and ITERS for the GGD training program that were approved by the CCMG BoD in May 2020. Effective May 31, 2020 registration of trainees in either Molecular Genetics or Cytogenetics as a first subspecialty was ceased; trainees seeking training in either subspecialty were to be registered in the GGD program instead. In addition, trainees seeking second subspecialty training in either Molecular Genetics or Cytogenetics are to register in the GGD program and train in accordance with the “CCMG Genetic and Genomic Diagnostics Second Specialty Training Guidelines and Requirements” document.

### **Purpose:**

The purpose of this CCMG GGD Advisory Working Group is to bring together representatives from multiple committees and working groups to allow continued evaluation of the GGD program as a new training discipline within the CCMG. The working group will facilitate collaboration between relevant stakeholders and partners to identify and address issues or feedback relevant to the implementation and provision of the GGD program.



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### **Mandate:**

1. To seek feedback from the local training programs, trainees, and relevant CCMG committees regarding implementation of the GGD training program.
2. To develop tools to measure the outcomes of the GGD training programs such as successful credentialing and certification of new GGD trainees.
3. To provide recommendations, if any, to address identified gaps or concerns and to ensure ongoing alignment of the GDD training guidelines with credentialing and certification processes.
4. To amend the training guidelines as needed to ensure compatibility with the new CBD format.

### **Timeline**

- Establishment of Working Group by Spring 2022
- Committee will meet annually and specifically after the exams of 2022 and 2024.
- Review outcomes of the first set of fellows-in-training in Fall of 2022 and submit a report to CCMG BoD by December 31, 2022.
- Review outcomes of second set of fellows-in-training in Fall of 2024 and submit a report to CCMG BoD by December 31, 2024.
- Pending review of the Working Group's final report in 2024, the Working Group may be reconstituted or dissolved in consultation with the CCMG Board, as deemed necessary.

### **Membership:**

- Up to 8 members, all of whom must be Fellows of the Canadian College of Medical Genetics (FCCMG) in good standing
- At least 5 members who are FCCMG in the following specialties:
  - A minimum of one member who is certified in Molecular Genetics (sole)
  - A minimum of one member who is certified in Cytogenetics (sole)
  - A minimum of two members who are dual certified in Molecular Genetics and Cytogenetics or are GGD certified.
  - A minimum of one member who is certified in Medical or Clinical Genetics.



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- At least 4 must be members of the following CCMG committees:
  - The Chair of the Training Committee, or his/her designee
  - The Chair of the Credentialing Committee or his/her designee
  - The Chair of Examinations Committee or his/her designee
  - A BoD Representative
- At least 2 current Program Directors from GGD CCMG Training sites.
- It is desirable to have cross-country representation from CCMG Training Sites as much as possible.
- The Committee may co-opt additional individuals or CCMG committees to assist on specific issues/projects.

### **Confidentiality**

Matters discussed at meetings and teleconferences are confidential and may not be disclosed to others. Exclusion to this includes information that was previously published or in the public domain, or it is information was already known to the member and was not acquired by the member directly or indirectly from the committee.

### **Conflict of Interest**

Members should disclose any known or perceived conflicts of interest. When the main goal of the working group is development of educational materials, guidelines or recommendations on a specific topic, participation in similar activities (during the time frame of the Working Group activities) on the same topic led by external organizations might be perceived as a conflict of interest. If such situation arises the member of the working group should discuss this with the chair(s) and BoD representative, which if required could seek the advice of the BoD on that matter.

### **Appointment and term of chair**

One chair (or two co-chairs) will be selected from the membership of the GGD Advisory Working group for the duration of the existence of the Working Group or to a maximum of a six year term.



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### **Conduct of Meetings**

- The chair or co-chairs will convene zoom meetings of the Working Group as directed by the “Timeline” above.
- Quorum for decisions will be at least 50% of Working Group members
- Draft minutes of all meetings will be prepared and circulated to the Working group members for comment, ideally within 10 working days of the meeting.
- All meeting minutes will be made available to CCMG BoD via the BoD Representative.

### **Reporting**

The chair or co-chairs will report to the CCMG BoD via the Board representative for monthly updates.

Any reports or feedback tools generated by the working group will be submitted to CCMG BoD to seek the feedback from the relevant CCMG committees, as required. All reports or feedback tools must be submitted to BoD for approval prior to implementation.