



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 (W) www.ccmg-ccgm.org

Committee: CCMG Optical Genome Mapping (OGM) Community of Practice

Document: Terms of Reference (ToR)

Dates: Prepared by CoP, July 2022

Approved by the Board of Directors, September 1, 2022

Mission:

To facilitate knowledge exchange on the topic of optical genome mapping across the continuum of validation and use of the technology for the diagnosis, prognosis, treatment prediction; to educate genetic professionals, including service providers from the CCMG medical and laboratory geneticists community, about this technology; and advocate for it as necessary.

Scope:

The CoP on OGM exchanges information and resources including but not limited to validation and use of OGM as a diagnostic tool for the detection of chromosomal structural abnormalities present in constitutional and acquired genetic disorders.

Guiding Principles:

- Active participation in meeting the CoP goals of validation of OGM for its implementation as a diagnostic tool in Canada genetic laboratories
- Open communication, collaboration and information sharing among members
- Members will respect confidentiality of the topics discussed as applicable
- Members will disclose known or potential conflicts of interest
- The CoP is not a decision-making body of the CCMG, but rather a community of individuals with a shared interest
- The CoP will liaise with the CCMG Board through an annual report

Objectives:

The objectives of the Community of Practice are:

- Facilitate an evidence-based implementation of optical genome mapping in clinical laboratories
- Share experience between current and potential users
- Support development of guidelines for the validation and utilisation of optical genome mapping



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 (W) www.ccmg-ccgm.org

Membership and CoP Structure:

This CoP is open to all CCMG members and affiliates, and laboratory technologists, with an interest in OGM. A chair and two co-chairs will lead the CoP. The chair (or one co-chair) will be a CCMG member. The term will be two years, renewable once. The CoP membership will determine the chair/co-chairs ongoing.

The initial Chair is Adam Smith, PhD, FCCMG, and co-Chairs are Josee Lavoie, PhD, FCCMG and Eric McGinnis, MD, CCMG Affiliate.

A board representative will be nominated by the CCMG Board of Directors.

The Chair/co-chairs responsibilities are:

- To ensure at least one meeting of the members per year, virtually or in person;
- To provide a yearly report on CoP activities to the CCMG BoD prior to the CCMG Annual General Meeting;
- To notify the Board of Directors when there are changes to the Chair, or to the CoP members, through submission of an updated CoP Member List. The CCMG Awards and Nominations committee will not select members for any CoP, but the CCMG Board may send eblasts reminding CCMG members that they can join any existing CoP, which can be done by contacting the Chair/co-chairs to be added to the Member list.

Meetings: Meetings may be held at a frequency as decided by the CoP membership, but at least one online meeting or call must be held per year to remain as an active CoP within the CCMG. If a meeting or call is not held within 12 months, the CCMG Board may close the CoP at their discretion.

Confidentiality:

Matters discussed at CoP meetings and teleconferences are confidential and may not be disclosed to others, unless agreed upon by the members of the CoP. Exclusion to this includes information previously published or in the public domain, or information already known to the member and not acquired by the member directly or indirectly from the CoP.

Documents:

Any documents created for public viewing should follow the CCMG Document Generation Process.

Reports to:

The CoP will provide an annual report to the CCMG Board of Directors on topics and initiatives within the group. The CCMG Board will also share the report with external organizations as requested by the CoP (for example, to professional societies to which other non-CCMG members may belong).



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 (W) www.ccmg-ccgm.org

Term of CoP:

Ongoing, provided that at least one online meeting or teleconference has occurred within the prior 12 months. Chair/Co-chair terms are 2 years, renewable once.