



Committee: WG to Review Clinical Genetics and Clinical Biochemical Fellowship

Document: Terms of Reference (ToR)

Dates: Prepared by Committee, **September 2022**

Approved by the Board of Directors, April 2023

1. Mandate

The purpose of this dual CCMG Working Group is to redesign the existing Training Guidelines for two Clinical Fellowship programs: Clinical Genetics and Clinical Biochemical, with the aim of having a training structure aligned with the Competency by Design (CBD) training model adopted by the Royal College of Physicians and Surgeons of Canada (RCPSC).

Note: This group targets the training guidelines to be completed and approved for July 1, 2024. Implementation will require communication and training of program directors and supervisors. Until then, training will be guided by currently existing guidelines for both Fellowships.

2. Objectives

- To define the core competencies and milestones related to each stage of training
- To outline the process through which the core competencies for clinical genetics and clinical biochemical genetics training are achieved.
- To design a system of trainee progress evaluation during the training, including feedback assessments
- To arrange for a communication plan that ensures all Canadian CCMG centers that offer training for either Clinical Genetics and/or Clinical Biochemical Genetics are informed and are prepared to adopt and implement the redesigned training guidelines.

Specific Deliverables generated by the Training Committee comprise:

- i. Draft of the final Training Guidelines Document
- ii. Process for evaluating competencies at each stage of training
- iii. Assessment documents (example Entrustable Professional Activities – EPA)

Specific Deliverables generated by the dual Working Group and forwarded to the Training Committee for review and completion relate to the content and structure of the Training Guidelines and comprise:

- i. Clearly defined EPAs
- ii. Length of time assigned to stage of training
- iii. Learning objectives for each stage of training
- iv. Required number of achieved cases



3. Membership and Tenure

A group of up to 14 members, all of whom must be Fellows of the Canadian College of Medical Genetics (FCCMG) in good standing, as follows:

- Two FCCMG general Clinical Genetics practicing in pediatrics genetics, biochemical genetics, and adult genetics, and one from each practicing clinical areas: cancer, and prenatal, if the generalists do not practice in these specific areas
- Two FCCMG certified laboratory geneticists (one GGD, one Biochemical genetics)
- One representative of the CCMG Clinical practice Committee. Ideally, this representative has been involved with the development of the Competency by design Program as mandated by the RCPSC
- Representation from Credentials and Training committees
- A Board of Directors Representative to the Ad Hoc Working Group

It is desirable to have representation from all CCMG Training Sites, as well as balanced regional representation, as much as possible.

The dual Working Group may co-opt additional CCMG members and/or committee representatives to assist on specific issues/projects.

3.a. Fellows in Training

One CCMG affiliate fellow in training, as described in Article 3 of the CCMG By-Laws, it is required 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.

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.

3.b. Appointment and term of chair

Two Chairs of this working group will be selected (one for the clinical genetics subgroup and one for the clinical biochemical subgroup) from the membership of the Ad Hoc Working groups for its duration, and will be approved by the CCMG Board of Directors.

4. Conduct of Meetings



- The Chairs will convene regular zoom meetings of the Ad Hoc Working Groups, with approximately one meeting held each month or more frequent if required.
- 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 the CCMG Board of Directors via the Board of Directors Representative.

5. Reporting

- The Chairs will report to the CCMG Board of Directors via the Board representative for monthly updates.
- After completion of the redesigned Guidelines, the draft document(s) will be submitted to the CCMG Board of Directors, and feedback will be sought from all members of the CCMG Training Committee and all CCMG Sites offering training for Clinical Genetics.
- The final document(s) will be submitted to the Board of Directors for approval. Draft minutes of all meetings will be prepared by a committee member and circulated to the committee members for comments, ideally within 10 working days of the meeting. Once approved, the working group would be dissolved.

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. 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 if it is information that was already known to the member and was not acquired by the member directly or indirectly from the committee. Individuals outside the working group can be consulted for additional information required to further the mandate with prior agreement by the group.

7. 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 timeframe of the Working Groups activities) on the same topic



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

led by external organizations might be perceived as a conflict of interest. If such situations arise the member of working group should discuss this with the chair(s) and Board of Directors representative, who if required could seek the advice of the Board of Directors on that matter.

8. Liaisons

The Committee liaises with The CCMG clinical and biochemical genetics Fellowship working group and CCMG Clinical practice committee.

9. 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.

10. Bylaws

This working group is governed by the By-Laws of CCMG.