Laboratory Practice Terms of Reference
Prepared by the committee: July 29, 2011
Reviewed and approved by the committee: November 10, 2011
Approved by the Board of Directors April, 2012

Brief Description

The Laboratory Practice Committee reviews new developments in laboratory-based genetic technologies, updates guidelines for the practice of laboratory genetic testing in Canada, and advises on appropriate standards of training for both supervisory and technical staff of genetic laboratories that provide clinical service within Canada. This includes directors, technologists and other ranks directly involved in clinical laboratory processes. The committee also responds to other laboratory-related issues at the request of the Board.

Mandate

1. To monitor new or alternate technologies for use in genetic diagnosis in order to make recommendations regarding their adoption into clinical service.

2. To review the development and implementation of all new genetic technologies adopted into clinical service.

3. To review and update the guidelines regarding clinical indications for appropriate genetic testing, based on recommendations from the Clinical Practice Committee.

4. To review the minimum requirements for genetic analysis of clinical specimens, including turn-around-times and retention of genetic records. This review will be ongoing, with updates taking place at a frequency of not less than every 5 years.

5. To review the guidelines for training laboratory geneticists, and to make recommendations for changes to the Training Committee or the Metabolic Committee. This review will take place at a frequency of not less than every 3 years, or at the request of the Training or the Metabolic Committees.

6. To liaise with national genetic technology training centres (for Cytogenetics and Molecular Genetics only), such as the Michener Institute for Applied Health Sciences (Ontario) and the British Columbia Institute of Technology, and advise on training requirements for genetic laboratory technologists.

7. To review the guidelines for the CCMG accreditation of genetic laboratories for clinical service and training, and to make recommendations for changes to the Accreditation of Genetic Centres Committee.

8. To facilitate communication and information transfer among the CCMG membership, as well as between the CCMG and other groups interested in laboratory genetics.

Composition and Tenure

- The committee shall consist of: a) a core committee that will deal with all routine committee issues; and b) an ad hoc committee that will be selected by the core committee to work on specific committee tasks.

- The core committee shall consist of a Board representative; 2 members with fellowship in cytogenetics or dual in cytogenetics/molecular genetics; 2 members with fellowship in molecular genetics or dual in molecular genetics/cytogenetics; 1 member with certification in clinical genetics; 1 ex-officio member (chosen by the Metabolic committee) with fellowship in biochemical genetics or dual in biochemical genetics/molecular genetics; and a Chair.

- Each core committee member shall be a member for a term of 3 years, renewable once.

- The Chair shall sit for a term of 3 years, renewable once. The Chair must have been a core committee member for at least one term.

    - The Committee will recommend to the Board of Directors a Chair-elect to replace a retiring Chair, at least 9 months prior to the anticipated turnover. The retiring Chair will normally remain as a member of the Committee for one additional year.