

## **Terms of Reference – Training Committee**

Approved by the Board of Directors April, 2012

### **Brief Description**

The Training Committee develops and maintains training guidelines that meet the needs of the Trainee, the Training Centres, and the CCMG Credentials, and Clinical Practice and Laboratory Practice Committees. The Training Committee will aid in developing training tools.

### **Mandate**

1. To develop and maintain competency requirements for CCMG accredited clinical and laboratory geneticists.
2. To develop and review the training guidelines for clinical and laboratory geneticists ensuring:
  - relevancy to the current practice of clinical and laboratory genetics
  - inclusion of emerging technologies in the training curriculum
3. To develop and disseminate tools for training.
4. To make recommendations to the Credentials Committee.
5. To liaise with Program directors, the Examinations committee, Accreditation Committee and other committees within the CCMG as needed.

### **Composition and Tenure**

- The Committee shall consist of minimally 10 members:
  - 2 members with certification in each of the following: Clinical Genetics, Cytogenetics and Molecular genetics
  - 2 ex-officio members with certification in Biochemical Genetics (1 MD and 1 PhD member selected by the Metabolics Committee)
  - a Board representative
  - a Chair
- The normal term of membership will be 3 years, renewable once. Retirements from this committee will be staggered.
- The normal term for Chair will be 3 years, renewable once.
- 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.