



Accreditation Documentation Checklist

Application Form for the Local CCMG Training Centre Committee

- Minutes from a Training Centre Committee meeting
- Letter of support from Dean of the affiliated Medical School
- Letter of support from Laboratory Administrative Director (Laboratory Operations)
- Letter of support from Department of Medical Genetics Director (or appropriate Department supporting trainees)
- List of affiliated training sites
- List of current trainees (speciality, exam year)
- List of trainees from past 5 years (name, program, exam year passed, and current status)
- Previous CCMG Accreditation Report

Application Form for the CCMG Training Centre's Supervisory Committee

- Meeting minutes for a current/past trainee
- Example of current training program
- Example of remedial work devised for a candidate
- Describe how curriculum addresses the 7 CanMEDs roles

Application Form for the Genetic and Genomic Diagnostics (GGD) / Biochemical Genetics Laboratory Training Program

- Copy of Laboratory's current provincial/other laboratory accreditation certificate
- Simple organizational chart
- An excel chart outlining all certified Clinical Laboratory Geneticists providing training (name, location, credentials, FTE, university appointment, role (teaching, clinical training mentorship, research supervision))
- An excel chart outlining all other professional staff associated with GGD training program (bioinformatics staff, genome analysts, and other laboratory physicians, genetic counsellors, nurses)
- An excel chart outlining all technologists/technicians/lab assistants within the laboratory

Application Form for the Clinical Genetics Training Program

- Simple organizational chart
- Create an excel chart outlining all physicians involved in providing training
- List all other professional staff associated with GGD training program (genetic counsellors, nurses, dieticians, other professionals)
- RCPSC Accreditation Certification*

Rotational objectives for the following rotations;

- | | |
|--|---|
| <input type="checkbox"/> Medical genetics service | <input type="checkbox"/> GGD laboratory |
| <input type="checkbox"/> Clinical biochemical genetics service | <input type="checkbox"/> Biochemical Genetics laboratory |
| <input type="checkbox"/> High risk obstetrics/fetal assessment unit | <input type="checkbox"/> Clinical/Laboratory-based research |
| <input type="checkbox"/> Counselling & communication theory/practice | |
- An excel chart outlining all Clinical Laboratory Scientists / PhD Scientists involved in providing training (name, location, credentials, FTE, university appointment, role (teaching, clinical training mentorship, research supervision))
 - Description of how training program addresses the 7 CanMEDs roles

Application Form for the Clinical Biochemical Genetics Training

- Simple organizational chart
- An excel chart outlining physicians and laboratory directors/scientists involved in providing training (name, location, credentials, FTE, university appointment, role (teaching, clinical training mentorship, research supervision))

Rotational objectives for the following rotations;

- | | |
|---|--|
| <input type="checkbox"/> Clinical Biochemical Genetics | <input type="checkbox"/> GDD Laboratory |
| <input type="checkbox"/> Clinical Genetics | <input type="checkbox"/> Biochemical Genetics laboratory |
| <input type="checkbox"/> Clinical/Laboratory-based research | |