

Program Leadership Change Report

Cover Letter

Program Responsibility

Accredited programs are required to apply for and receive approval of any program leadership change in advance of implementation in order to ensure maintenance of accreditation status. All requests for program leadership changes must be submitted to the ACGC Executive Office via AMS 30 days prior to the commencement of the leadership change. Late fees (\$500) will assessed for programs that do not report within the time guidelines as directed in Standards A2.1.1.b and A2.1.1.c.

Date of submission:

Program name:

Name of program representative during transition:

Address:

Email:

Phone:

Type of change:

Is this an interim position?

If yes, please describe plans for recruitment for permanent leadership replacement.

Total program leadership FTE before leadership change:

Total program leadership FTE during interim (if an interim position is utilized):

Total program leadership FTE after change:

Cover Letter

Programs must upload a cover letter that describes the proposed leadership change, the rationale for change, and the anticipated impact on the program's ability to meet all relevant Standards (suggested limit: 750 words). Please include the following information in your cover letter:

- Name of each individual leaving, joining or replacing
- Dates that the changes will occur
- Total number of students
- Total FTE before and after the change
- A breakdown of FTE for each individual in leadership before and after the change

In addition, programs must complete the self-study sections noted below via AMS as applicable for the specific proposed change in order to reflect full impact of this change on program functioning.

Instructions

Please complete the following sections of the self-study document as relevant to the proposed leadership change. Be sure to complete all self-study sections that reflect the impact of this leadership change, for example all changes in teaching responsibilities, thesis/research mentoring, and fieldwork supervision to name a few areas.

Relevant biosketch(es) of new person(s) identified as program leadership using the [ACGC biosketch template](#)

Section A

Budget

Program Leadership

Program Leadership Roles and Responsibilities

Guidance/Advising

Section B

Syllabi - only for courses changing primary course faculty

Instructional Content (Table B.IV.A) - only if change affects syllabi content

Training Sites - only if change affects training sites

Section C

Advisory Board Composition

SECTION A: ADMINISTRATION - Budget

Budget

Complete the 5-year budget template below. The table below should only include income and expenses that are specific to the operating budget of the program. For example, if the program director’s salary is paid by another source, that expense should not be included in the table, but rather described below in the narrative. Support for the students outside of the program (e.g., scholarships, travel money, etc.) should also be included in the narrative. If you need to add more line items (e.g. Other), click the Add Row link at the bottom of the appropriate table. Please be sure to specify what "Other" or any additional line item means.

		Previous Year (Actual Exp.) 2019	Year 1 2020	Year 2 2021	Year 3 2022	Year 4 2023	Year 5 2024
	Program Income						
	A. Tuition Recovery						
	B. Departmental Funding						
	C. Institutional Funding						
	D. Grant Funding						
	<i>Total</i>						

2.1 Budget

		Previous Year (Actual Exp.) 2019	Year 1 2020	Year 2 2021	Year 3 2022	Year 4 2023	Year 5 2024
	In-Kind Contributions						
	Staff						
	Teaching						
	<i>Total</i>						

2.2 Budget

	Previous Year (Actual Exp.) 2019	Year 1 2020	Year 2 2021	Year 3 2022	Year 4 2023	Year 5 2024
Program Expenses						
Salaries:						
Program Leadership						
Administrative Staff						
Adjunct Faculty						
Honoraria/Single Lecture Costs						
Books						
Clinical Supervisors						
ACGC Annual Report Fee						
Office/Administrative Supplies						
Student Support:						
Stipends/Graduate						
Financial Aid						
Scholarships						
Travel/Meetings-Faculty						
Travel/Meetings-Students						
Admissions/Recruitment						

	Previous Year (Actual Exp.) 2019	Year 1 2020	Year 2 2021	Year 3 2022	Year 4 2023	Year 5 2024
Office/Capital Equipment						
Memberships/Subscriptions						
Continuing Education Programs						
<i>Total</i>						

2.3 Budget

Year-End Balance						
<i>Total</i>						

3. Budget Narrative

In the space provided, describe the budgetary process for your program. Include how your program is funded - via tuition, departmental support, endowments, scholarships, and outside funding, etc. Please discuss how the primary teaching faculty is compensated, for example FTE program paid teaching load, in-kind and/or adjunct faculty.

For programs that receive tuition recovery, provide information on overhead rates/tuition recovery and tuition increases over the last 5 years (as applicable). Discuss significant changes (if any) that have occurred in this process since your last accreditation cycle.

Provide a letter of support from the administration of all institutions that provide financial support for your program (e.g. Dean/Chair). The letter must delineate evidence of financial commitment for the next five years. Include in **Appendix I – Letters of Support**. [Please limit response to 750 words.]

SECTION A: ADMINISTRATION - Program Leadership

Please reference the following Standard for the below section A

Applies to: [A2.1](#)

A2

Applies to: [A2](#)

A. Program Leadership

By completing the leadership information below, you are attesting that the named individuals meet the requirements (qualifications and responsibilities) for this role as delineated in Std. A2.1. Biosketches (using the [ACGC biosketch template](#)) and job descriptions of all individuals involved in Program Leadership are to be included in

Appendix II – Biosketches & Job Descriptions.

A2.1.2

Applies to: [A2.1.2](#)

1. Program Director

1. Program Director or Interim Program Director

Name:

Degree(s):

Faculty Rank (if applicable):

Phone:

Email:

ABGC/ABMG certification/recertification in genetic counseling and year:

Institution/Address (if different from main program):

A2.1.2

Applies to: [A2.1.2](#)

2. Program Co-Director

Name:

Degree(s):

Faculty Rank (if applicable):

Phone:

Email:

ABGC/ABMG certification/recertification in genetic counseling and year:

Institution/Address (if different from main program):

A2.1.4 Assistant/Associate Program Director

Applies to: [A2.1.4 Assistant/Associate Program Director](#)

3. Associate/Assistant Director

Associate/Assistant Director

A2.1.3 Medical Director

Applies to: [A2.1.3 Medical Director](#)

4. Medical Director

Name: Degree(s): Faculty Rank (if applicable):

Phone: Email:

ABMG certification (or Canadian equivalent) specialty and year:

Institution/Address (if different from main program):

A2.1.5 Clinical Practicum/Fieldwork Coordinator (or equivalent)

Applies to: [A2.1.5 Clinical Practicum/Fieldwork Coordinator \(or equivalent\)](#)

5. Clinical Practicum/Fieldwork Coordinator or equivalent

Name: Degree(s): Faculty Rank (if applicable):

Phone: Email:

ABGC/ABMG certification/recertification in genetic counseling and year:

Institution/Address (if different from main program):

SECTION A: ADMINISTRATION - Program Leadership Roles and Responsibilities

A2.1

Applies to: [A2.1](#)

Program Leadership Roles and Responsibilities

1. In each column below mark the roles/responsibilities of the Program Leadership, including whether the role is primary (P), secondary (S) or not applicable (N/A). Complete the overall % FTE dedicated specifically to program leadership responsibilities (as defined in Std. A2.1) for each individual in the last row. (Replace job titles as appropriate for your program.)

Responsibility	Program Director	Assistant/Associate Program Director	Medical Director	Clinical Practicum Coordinator	Other
Enter the appropriate program leadership role, if different from above.					
Maintaining program compliance with the Standards					
Designing, implementing, coordinating, and evaluating program components					
Developing, reviewing and overseeing the program admissions process					
Coordinating, monitoring and evaluating student clinical experiences					
Coordinating, monitoring and evaluating clinical supervisors					
Coordinating, monitoring and evaluating student didactic training					
Developing and overseeing the budget and administrative responsibilities					

Responsibility	Program Director	Assistant/Associate Program Director	Medical Director	Clinical Practicum Coordinator	Other
Providing academic counseling of students and ensuring the availability of remedial actions					
Developing, reviewing and revising the program mission, goals and philosophy through strategic planning					
Ensuring program strategic planning and implementation of appropriate recommendations of the Advisory Board					
Research/thesis project coordination, monitoring and evaluation					
FTE %					

A2.1.1b

Applies to: [A2.1.1](#) [A2.1.1b](#)

2. FTE Totals

Total Program Leadership FTE:

Total Required Program Leadership FTE based on Std. A.2.1.1.a:

3. Leadership Narrative (if needed)

Please enter your response below. [Please limit your response to 300 words.]

A2.1.1c

Applies to: [A2.1.1c](#)

4. Leadership Absence Protocol

Please enter your response below. [Please limit response to 300 words.]

SECTION A: ADMINISTRATION - Guidance/Advising

A3.2.8 Guidance/Advising

Applies to: [A3.2.8 Guidance/Advising](#)

Guidance/Advising

Describe how the program provides appropriate guidance and advising to the students, including referral to support services and appropriate follow-up. (Std. A3.2.8)

[Please limit response to 500 words.]

SECTION B: CURRICULUM AND INSTRUCTION - Syllabi

Syllabi - *only for courses changing primary course faculty.*

Include in **Appendix III - Curriculum** the syllabi for each didactic and clinical course *in the order in which they appear in Table B.I.A.*

Syllabi must include at minimum:

- Course description
- Instructional objectives
- Weekly topics/content
- Evaluation methods

SECTION B: CURRICULUM AND INSTRUCTION - Instructional Content

Please complete this section *only if the program leadership change affects syllabi content.*

B2

Applies to: [B2](#)

A. Table B.IV.A

In the table below indicate the **primary** courses (up to 3), rotations, and supplementary activities in which students **receive instruction** in the topics listed (Std. B2). We understand that several of these content areas may be reinforced in additional courses.

Content Areas	Taught in:		
	Courses	Rotations	Supplementary Activities
B2.3.1 Principles of Human Genetics			
Mendelian and non-Mendelian Inheritance			
Population and quantitative genetics			
Basis of human variation and disease susceptibility			
Family history and pedigree analysis			
Normal /abnormal human development			
Human reproduction			
Personalized genomic medicine			
B2.3.2 Applicability of Related Sciences to Medical Genetics/Genomics			
Cytogenetics			
Biochemical Genetics			

Molecular genetics and genomics			
Embryology/developmental genetics			
Teratology			
Cancer genetics			
Adult genetics			
Cardiovascular genetics			
Neurogenetics			
Pharmacogenetics			
Psychiatric genetics			
B2.3.3 Principles and Practice of Clinical/Medical Genetics			
Clinical features and natural history of broad range of genetic diseases, complex common disorders, & syndromes of unknown etiology			
The diagnostic process including dysmorphology, syndromology, physical assessment, and differential diagnoses			

Modalities, methods, and self-studies of cytogenetic, molecular and biochemical tests, including new/emerging technologies (microarray, high throughput screening, whole exome/genome sequencing)			
Risk assessment			
Use of genetics literature, bioinformatics, and computerized tools			
B.2.3.4 Psychosocial Content			
Theories of counseling			
Interviewing techniques			
Psychosocial development			
Family dynamics			
Dynamics of grief and bereavement			
Multicultural sensitivity and competency			
Disability awareness			
Crisis intervention			

B2.3.5 Social, Ethical and Legal Issues in Genetics			
Facilitating informed decision making via informed consent			
Patient/subject privacy issues (e.g. HIPAA)			
Genetic discrimination and related legislation			
Health disparities			
Genetic counseling Code of Ethics			
B2.3.6 Health Care Delivery Systems and Principle of Public Health			
Health and social policy			
Community, regional, and national resources			
Financial/reimbursement issues			
Population-based screening (newborn screening, carrier screening)			
Genetics as a component of public health services			

B2.3.7 Education			
Identification of the genetics educational needs of clients, patients, community, and lay groups, students, and health and human service professionals			
Development of educational tools and materials appropriate to a given audience			
Delivery and evaluation of educational tools and materials			
B2.3.8 Research Methods			
Clinical and laboratory research methodologies and protocols using quantitative and qualitative methods			
Funding and publication topics: grant writing, data analysis, abstract development, preparing a manuscript for publication			

B2.3.9 Professional Development/Self-Care			
CV development			
Negotiation techniques			
Stress management			
ABGC certification exam readiness			
Structure and purpose of genetics-related professional societies			
Self-care topics to prepare students for the emotional, as well as intellectual, strain of clinical practice			

SECTION B - Clinical Training/Fieldwork Experience

Complete this section *only if the program leadership change affects affects training sites*.

1. Complete [form III: D Clinical Sites/ Supervisors](#) and include in **Appendix IV**
2. Include your most recent rotation schedule/matrix (1st and 2nd years) in **Appendix IV**
3. Include clinical agreements or MOUs from all clinical sites in **Appendix IV**

SECTION C: EVALUATION - Advisory Board

C1

Applies to: C1

A. Advisory Board Composition

In the table below, please indicate the current membership of your program Advisory Board. Identify the external member(s) with an asterisk after his/her name and credential.

	Name with Credentials	Job Title	Institutional Affiliation	Area of Expertise Represented on Advisory Board
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Appendices**Listing of Required Content**

The following appendices and indicated content should be provided using the Roman numeric order and titles given. Each Upload field is limited to one upload per field. If you need to upload multiple, separate files, you may use the Upload field located at the bottom of this page beneath **Appendix IV**.

****Note:** When you believe additional documentation beyond what is requested is necessary, please upload in a separate, labeled appendix.

Listing of Required Content

Provide full biosketches (using the [ACGC biosketch template](#)) and job descriptions of all individuals involved in Program Leadership, including but not limited to:

- Director/Co-Director
- Assistant/Associate Director
- Clinical Coordinator/ Fieldwork Facilitator
- Medical Director

Appendix	Required Content	Upload
Appendix I – Letters of Support	Provide a letter of support from the administration of all institutions that provide financial support for your program (e.g. Dean/Chair).	
Appendix II – Biosketches and Job Descriptions	Provide full biosketches (using the ACGC biosketch template) and job descriptions of all individuals involved in Program Leadership, including but not limited to: <ul style="list-style-type: none"> • Director/Co-Director • Assistant/Associate Director • Clinical Coordinator/ Fieldwork Facilitator • Medical Director 	
Appendix III – Curriculum	Table B.1.A List of Required Courses	
	Table B.1.B List of Supplementary Activities	

Appendix	Required Content	Upload
	<p data-bbox="684 168 1411 248">Table B.1.C Sequence of Required Courses, Rotations and Supplementary Activities</p> <p data-bbox="684 337 1411 417">Provide the syllabus for each didactic and clinical course in the order in which they appear in Table B.1.A.</p>	
Appendix IV - Clinical Sites/Supervisors; Rotation Schedule	<p data-bbox="684 488 1411 516">Form III:D - Clinical Sites/ Supervisors</p>	
	<p data-bbox="684 591 1411 670">Provide your most proposed rotation schedule/matrix for 1st and 2nd-year students.</p>	
	<p data-bbox="684 716 1411 743">Provide clinical agreements or MOUs from all clinical sites.</p>	

Please upload any additional documentation as a separate, labeled appendix.