



Program Review Committee

Charge

The Program Review Committee (PRC) shall:

- Assess whether genetic counseling programs are meeting the ACGC Standards of Accreditation (Standards)
- Make recommendations to the ACGC Board of Directors regarding accreditation decisions
- Make recommendations to the ACGC Board of Directors regarding changes to the accreditation process

Membership

- Chair and two Co-Chairs are members of the ACGC Board of Directors
- Members should have a broad range of experience within the field and represent a wide demographic range of fully accredited programs
- Members should have a minimum of three years of experience as a practicing genetic counselor, medical geneticist or PhD geneticist
- Members should be certified by either the American Board of Genetic Counseling, American Board of Medical Genetics and Genomics, and or the Canadian Board of Genetic Counseling

Term

- The term is three years, with the opportunity to serve consecutive terms.

Responsibilities

The members of the Program Review Committee (PRC) will have the following responsibilities:

- Review accreditation applications (Candidacy, New Program Accreditation, and Re-Accreditation/Self-Study and Annual Report of Current Status Applications) as assigned to determine compliance with Standards;
- Identify which Standards appear to have deficiencies, need clarification, or further investigation and develop request a program response to these issues;
- Participate in site visits as necessary;
- Write reports based on review of applications, site visits, and program response to PRC inquiries and make accreditation recommendations to the Board; and
- Make recommendations to the Board regarding revision of Accreditation Application forms and process

Meeting Schedule

The meeting schedule will be determined by the type of review. Generally, reviewers will be asked to attend a training session for the type of application being reviewed. The review team will determine when and how often to meet based on the timeline for the review.

Reporting Structure

PRC review teams will be assigned to one of the Committee Chairs to address questions and for consultation as needed. Review teams will send their recommendations to the Executive Office, which will be reviewed by the assigned Committee Chair. For re-accreditation and new program applications, review team chairs will present their recommendation to the Board of Directors during a Board meeting.

Budget and Required Resources

Review teams will meet virtually, which can be arranged by the Executive Office. Site visits for re-accreditation require a budget for travel of all members of the review team. These costs are calculated and accounted for in the annual budget.