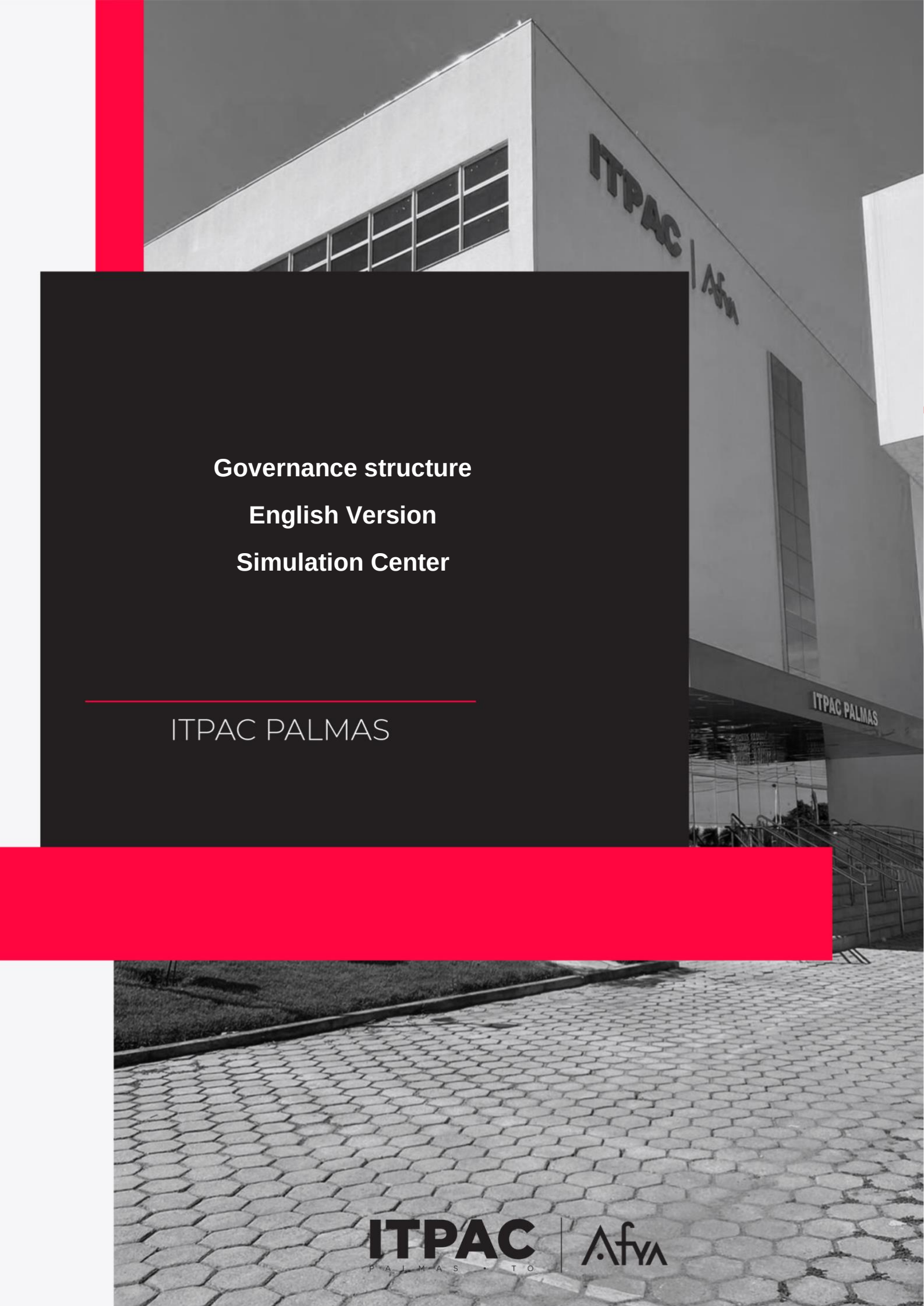

Governance structure

English Version

Simulation Center

ITPAC PALMAS

ITPAC PALMAS · TO | Afya

INSTITUTION IDENTIFICATION DATA

CORPORATE NAME: Instituto Tocantinense Antônio Carlos SA

CNPJ: 02.941.990/0006-00

Address: ACSU SO 70, AV NS 01 CONJ 02 LOT 03 - Palmas - TO (CEP 77017-004), Palmas, Tocantins.

Institution Phone Number: (63) 3126 6300

CHAPTER I - Objective

Art.1 The present regulation establishes the operation and activities of ITPAC-Palmas Simulation Center's planned Governance Committee, including supervision, consultancy, standardization of medicines, materials, and medical equipment for implementation, analysis, and monitoring of the center's activities.

CHAPTER II – Important Definitions

Art. 2 It is necessary to understand some important definitions to fully understand this regulation:

Supervision: means the orientation, guidance, motivation, and generation of results among the supervised teams.

Consultancy: a specialized counseling service carried out by specialists in a certain area, who guide the team to help them achieve their goals.

Hospital medical supplies: all consumables and permanent items used by health professionals, intended to support diagnostic, therapeutic, or surgical procedures.

Technical specification: the detailed description of the material's characteristics, namely: product name, use and application, raw material that makes up the product, dimensions (diameter, width, height, length), type of closure (threaded plastic cover, pressure, aluminized protection, threaded metal, or drip lid), type of presentation (bottle, tray, or roller), weight, density, transparency, toxicity, flexibility or rigidity, tips, appendages, adaptability, capacity, sound requirement - alarms, sterility, whether or not it is disposable, manufacturing method, finishing, type of packaging (sealed plastic, sealed surgical grade paper, or sealing with both), if it is accessory or requires accessories (compatibility requirements), physicochemical properties, sterilization method, expiration date, batch, material that can be reprocessed or restabilized, code and brand imprint on the body of the articles and series, if applicable. Instructions for use in Portuguese and ANVISA registration number.

Standardization: the incorporation of a material to the list of those that should be kept in stock and available for prescription, dispensing, and use in the Clinic, after its pre-qualification.

Material quality control: refers to the selection of material, considering the first evaluation of the product in relation to packaging, sterilization method, presence of expiration date on the wrapper, date of manufacture, expiration date, material finishing, instruction for use and inherent safety factors for carrying out the tests on patients, and continually being verified that it meets the intended needs.

Technical advice: written communication about the advantages and disadvantages of the material, and whether it meets the specifications and in accordance with the legislation recommended by the Federal Government, Ministry of Health, ANVISA, and the Consumer Protection Code (Act 8,078 of 11/09 /90). This includes submission and registration of articles by suppliers at the Brazilian Health Regulatory Agency (Anvisa), according to RDC No. 185/2001 issued by ANVISA/Ministry of

Health, and their publication in the federal official gazette, or registration document (RDC 260/02) of the products.

CHAPTER III - Organizational structure and composition

Art. 3 The Committee will consist of at least one professional from the following areas: Executive Medical Director, Simulation Program Director, Director of the Institution (ITPAC-Palmas), Simulation Project Manager, Simulation Course Supervisor,and a medical student. The members listed below may take turns, but always with one representative from each sector being present at meetings as follows:

COLLABORATOR	SECTOR	ROLE	COMMISSION
Mauro César Tavares de Souza	Executive Direction of Medicine	Executive Medical Director	President
José Roberto Generoso Junior	Simulation Program Direction	Simulation Program Director	Vice-President
Rudinei Spada	Executive Board of ITPAC-Palmas	Director of ITPAC-Palmas	Member
Itamar Magalhães Gonçalves	Simulation Project Management	Simulation Project Manager	Member
Aldair Martins Barasuol	Supervision of Simulation Courses	Simulation Course Supervisor	Member

Lucas Alves Scherr	ITPAC-Palmas	Medical Student	Member

§ 1 The representatives will be appointed by the managers of the participating areas.

§ 2 The presidency and vice presidency will be occupied by the area of Executive Direction of Medicine and the Simulation Program Direction.

§ 3 The President and Vice-President of the commission will serve a term of (02) two years, being automatically renewed for the same period of time, except in case of rule of law to the contrary.

§ 4 Withdrawal of any member from the committee or non-attendance of (03) three consecutive meetings or (06) six alternates in a period of (01) one year, without justification, will be seen as just cause for requesting his/her resignation and a new appointment by the manager of the area/unit within thirty days, with the committee having the autonomy to appoint a new member if this period has elapsed.

CHAPTER IV - Attributes

Art. 4 It is incumbent upon the President to:

I - Convene ordinary and extraordinary meetings, coordinating the work, taking votes, and voting;

II - Issue casting votes, in the event of a tie;

III - Appoint members for specific functions or tasks;

IV - Represent the commission or appoint representatives;

V - Supervise and sign reports, invitations, minutes, and other documents;

VI - Keep a record of the minutes of the meetings and the opinions issued;

VII - Comply with and enforce this Regulation;

VIII - Appoint one or more members to prepare reports.

Art. 5 It is incumbent upon the Vice-President, in the absence of the President, to exercise the functions indicated in Art. 6.

Art. 6 It is incumbent upon the Members to:

I - Attend ordinary and extraordinary meetings;

II - Analyze projects and issue opinions, reporting them to the other members of the committee for discussion and deliberation during the meeting;

III - Forward any matters that they are interested in submitting to the committee, which must be brought up at a meeting;

IV - Request and provide the other members with information they deem relevant for the performance of their duties and that of the committee;

V - Justify absence in advance;

VI - Prepare a report on the commission's activities and the planning and monitoring of future activities, when requested via the Plano system.

VII - Propose measures to the Presidency that it deems necessary for the smooth progress of the work.

VIII - Assist in implementing processes related to the commission.

CHAPTER V - Operation

Art. 7 The members of Afya Simulation Center Committee will carry out their activities during business hours.

Article 8 Monthly meetings will be held, and extraordinary meetings may be held as required, with registration and follow-up via the Plano system.

CHAPTER VI - Confidentiality of information

Article 9 All documents and information made available to the members of the Committee must be kept confidential and may not be disclosed or examined by third parties under any circumstances, except for what is strictly necessary for the routine exercise of the Committee's functions.

CHAPTER VII - General provisions

Art. 10 Any changes to these regulations will depend on a reasoned proposal submitted during a meeting, which must be approved by the members of the committee.

Art. 11 This Internal Regulation enters into force on the date of its approval, provisions to the contrary being revoked.

Art. 12 Any omissions or conflicts will be decided by the Institution's Board.