

The Catatonia Foundation

Medical Advisory Board Policies

1. The Catatonia Foundation

The Catatonia Foundation was established and is organized to end needless suffering and death due to Catatonia through awareness, education, advocacy, support and research, and exists exclusively for charitable, educational, and scientific purposes under Section 501(c)(3) of the Internal Revenue Code, or corresponding sections of any future federal tax code.

The vision of The Catatonia Foundation is that no patient's life or life as they knew it will be lost to Catatonia.

We are in the process of creating a comprehensive website and video to create awareness and to educate the public and medical and other healthcare professionals so that not one life will be lost to Catatonia.

This is only the first step. Here's what's next:

- Create awareness campaigns both in the media and on social media that include patient stories of their journey to successful treatment after experiencing difficulty receiving an accurate diagnosis and access to optimal treatment.
- Partner with top Academic Medical Centers and medical schools to create conferences to educate all of the healthcare providers in their network and stream these conferences so others have access to them.
- Exhibit at annual conferences of healthcare specialists that would benefit from information and knowledge provided by The Catatonia Foundation resulting in their ability to recognize and include a suspected diagnosis of Catatonia as part of an expanded differential diagnosis and provide appropriate treatment plans.
- Collaborate with medical schools to include Catatonia diagnosis and treatment in their curriculum.
- Create an advocacy training program for patients and caregivers so they can access and manage the treatment they need.

We have a dedicated Board of Directors who all have family members or friends who struggled with symptoms of Catatonia and were able to get proper treatment—but only after months or years of struggling. All of their loved ones were cured and are thriving.

2. Medical Advisory Board Description

The Medical Advisory Board serves the mission of The Catatonia Foundation by providing medical expertise and guidance in the dissemination of medical information for purposes of

awareness and education for medical professionals, other healthcare professionals and the public, and for research within the medical community.

The Medical Advisory Board has no governing function within The Catatonia Foundation.

3. Who Can Serve on the Medical Advisory Board

Medical and other healthcare professionals who have expertise in the diagnosis and treatment of patients with Catatonia through clinical practice and/or expertise gained through research, literature reviews, or otherwise.

4. Election of Members of Medical Advisory Board

The initial composition of the Medical Advisory Board includes specific individuals who were identified as having expertise in the diagnosis and treatment of Catatonia (clinical experience, published articles or books, etc.) and were recommended for consideration by our Honorary Medical Advisory Board Member.

Recommendations of potential members to serve on the Medical Advisory Board shall be submitted to the Chairman of the Board of Directors for consideration by the Board of Directors.

The members of the Medical Advisory Board will be elected by the Board of Directors of The Catatonia Foundation.

5. Medical Advisory Board Size and Term Limits

The Medical Advisory Board will have a minimum of six members and a maximum of 15 members.

A member of the Medical Advisory Board will serve for a three year term with the right to serve additional three year terms at the discretion of the Board of Directors.

A member may resign at any time during their term by giving written notice of resignation. The resignation will be effective two weeks after receipt of such resignation.

The Board of Directors of The Catatonia Foundation reserves the right to remove a member of the Medical Advisory Board for any reason at its discretion by giving written notice of such removal. The removal will be effective two weeks after receipt of such notice, unless the member of the Medical Advisory Board objects to such removal. In that case, a meeting will be scheduled between the Chairman of the Board of Directors and the Executive Director of The Catatonia Foundation to reach a resolution.

The Members of the Medical Advisory Board have an open invitation to attend meetings of the Board of Directors, but in a nonvoting capacity. Minutes of the Board of Directors meetings will be sent electronically to each member of the Medical Advisory Board.

6. Responsibilities of Medical Advisory Board Members

a. Inclusion of Name on The Catatonia Foundation's Material

Members of the Medical Advisory Board agree to allow The Catatonia Foundation to publicize their name and participation on the Medical Advisory Board, list their name on The Catatonia Foundation's website, letterhead and all other applicable communications.

b. Meetings of the Medical Advisory Board in General

The Medical Advisory Board will meet quarterly for up to an hour and as necessary via Zoom (access by telephone is considered attendance at the meeting).

Attendance at meetings of the Medical Advisory Board is critical for The Catatonia Foundation to further its mission.

Up to three members of the Board of Directors may attend the meetings of the Medical Advisory Board.

The agenda will be set by the Chairman of the Board or the Executive Director of The Catatonia Foundation with input from any member of the Medical Advisory Board.

Minutes of the meetings of the Medical Advisory Board will be the responsibility of The Catatonia Foundation.

c. Matters to Be Addressed at Meetings of the Medical Advisory Board, as necessary

- i. Address outstanding issues involving medical information that require resolution after the process in section d below has been followed.
- ii. Propose and adopt all official medical position statements of The Catatonia Foundation
- iii. Recommend and prioritize medical and other healthcare professional specialties that would benefit from information and knowledge provided by The Catatonia Foundation resulting in their ability to recognize and include a suspected diagnosis of Catatonia as part of an expanded differential diagnosis and provide appropriate treatment plans.
 - This expanded awareness will help patients to receive an appropriate diagnosis and optimal treatment.
 - This expanded differential diagnosis and appropriate treatment plans will also help achieve The Catatonia Foundation's mission to end needless suffering and death due to Catatonia through awareness, education, advocacy, support and research.
 - The intention is that professionals from these specialties be educated and informed of Catatonia symptoms, diagnostic criteria, and optimal treatment at annual meetings, continuing education forums, and/or in professional journals.

- Educational opportunities may include (i) exhibiting, lectures, panel discussions, and any other educational opportunities at annual meetings, (ii) continuing medical and other healthcare professional education courses or lectures in major healthcare centers or other appropriate venues, and (iii) articles in advertisements in professional journals. These opportunities may be in person or online.
 - The specialties for consideration by the Medical Advisory Board include but are not limited to Psychiatry, Emergency Medicine, Internal Medicine, Hospitalists, Pediatrics, Neurology, Infectious Disease, Intensive Care Medicine, Gynecology, Urology, Radiology, Nursing (staff nurses, clinic nurses), Advanced Practice Professionals/Mid Level Providers (Physician Assistants, Nurse Practitioners, Clinical Nurse Specialists), Pharmacy, Psychology, Neuropsychology, Social Work, etc.
- iv. Discuss and recommend the incorporation of any new literature or studies that are appropriate to include in The Catatonia Foundation's written material, either printed or digital, and library of resources.
- v. Identify needed areas for further research, possible researchers, and funding sources.
- vi. Identify and recommend other professionals to serve on the Medical Advisory Board

d. Review of Medical Information

Review of medical information will be conducted in accordance with the following process:

- i. As needed, a request for review of the medical information will be sent electronically to all members of the Medical Advisory Board in a format where feedback and comments can be easily made. (We will provide instructions on how to provide feedback).
- ii. Feedback and comments are expected to be provided within two weeks after receiving the request for review.
- iii. The Catatonia Foundation will consolidate all responses, recommendations and comments into a singular document for consideration.
- iv. In the event there are comments and recommendations concerning a particular aspect (section, word, phrasing, presentation) of the written medical information that foster additional consideration, each member of the Medical Advisory Board will be provided with the specific comments for review. This will be sent electronically to all members of the Medical Advisory Board in a format where feedback and comments can be easily made and returned to The Catatonia Foundation.
- v. Feedback and comments are expected to be provided within a week after receiving the request for review.
- vi. If the feedback and comments resolve the issue, those changes will be incorporated into the final document. A copy of the final document will be sent to all of the members of the Medical Advisory Board for their information.

- vii. In the event there is still a discrepancy, that specific issue will be brought to a regular or special meeting of the Medical Advisory Board for discussion and resolution. Majority vote of the meeting attendees will constitute a resolution of the issue.

7. Voluntary Position and Reimbursement of Expenses

The members of the Medical Advisory Board shall serve on a voluntary basis. Members may receive reasonable reimbursement of expenses incurred in the performance of their duties as a member of the Medical Advisory Board.

8. Written Notice

Written notice for all board communications shall include transmission via first-class mail (with tracking) or by electronic transmission. Such notice shall be delivered to a member at a physical or email address provided to the Chairman of the Board or Executive Director of The Catatonia Foundation specifically for the purpose of valid notice hereunder.

9. Certificate

This certifies that the foregoing is a true and correct copy of the Medical Advisory Board Policies for The Catatonia Foundation, and that these Policies were duly adopted by the Board of Directors of The Catatonia Foundation on the date set forth below.

Dated: _____

Signature: _____
Belinda Phillips, President