

# Academic Catalog

2021 – 2022 Academic Year



INSTITUTE FOR  
INTERNATIONAL  
MEDICINE

An American-Based Educational Institution

Since 2003

Equipping healthcare professionals and students to serve the forgotten

INMED

2340 E. Meyer Blvd. Building 1, Ste. 338

Kansas City, MO 64132

## Table of Contents

	Page Number
<b>Organizational Structure</b>	3 - 4
<b>Degrees Offered</b>	5 - 11
<b>Admission Requirements</b>	5
<b>Tuition and Fees</b>	6
<b>Withdraw and Refund Policy</b>	12 - 13
<b>Student Conduct</b>	14 - 24
<b>Faculty</b>	25 - 30

## **Organizational Structure and Function**

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### **A. President and Provost**

The chief administrative officer of the University, the President is the chief spokesperson for the University, and provides leadership in setting goals, in the initiation of new programs, and in the implementation of existing programs.

### **B. Vice President of Academic Affairs**

Vice President for Academic Affairs is appointed by the President with the approval of the Board of Directors. Vice President for Academic Affairs holds office at the pleasure of the President. Vice President for Academic Affairs serves as the President's deputy in all matters delegated to him/her and directs the work of the faculty. All position descriptions are available in the Human Resources Department.

### **C. Director of Operations and Financial Affairs**

The Director of Operations and Financial Affairs is appointed by the President and shall hold office at the pleasure of the President. The Director of Operations and Financial Affairs is the chief financial officer of the University and is responsible for the business operations of the University. These include budget, accounting, payroll, business services, purchasing, warehouse, auxiliary services, and physical plant, public safety, human resources, and student accounting. The vice president supervises the directors of these units. All position descriptions are available in the Human Resources Department.

### **D. Director of Student Affairs and Admissions**

The Director of Student Affairs and Admissions is appointed by the President, with the approval of the Board of Directors, and holds office at the pleasure of the President. The Director of Student Affairs and Admissions is responsible for all functions and matters relating to student affairs and services. All position descriptions are available in the Human Resources Department.

### **E. Dean**

The dean is an administrator who leads a particular academic unit, such as a department or college within the University. Deans of individual colleges often report to the President. The role of the dean often includes leading the faculty of the particular department/University, fundraising, setting academic policies. A dean may also be a professor in the department.

## F. Faculty

As most know, faculty refers to the body of professors that teaches courses to students. There are several different levels of faculty members, though.

- Adjunct professors
- Associate professors
- Professors

## CAMPUS INFORMATION AND STUDENT SERVICES

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### A. Hours of Operation

Monday – Friday 9am – 4:30pm (Central Time)

Evening courses and weekend Hours are flexible and will be posted at the beginning of each semester.

**B. Facilities.** The majority of didactic course work is done through the INMED virtual environment.

1. In-class skills and simulation work are completed at an INMED location in Kansas City, MO and/or at facilities that have agreement with INMED both nationally and internationally.
2. Service-learning is completed at an INMED international clinical or community development site.

### C. Student Services

1. Enrollment, Advising, Academic Support Services and Career development services are located within the Office of the Director of Student Affairs and Admissions.
2. Technology support and virtual library services are provided through the Office of the Director of Student Affairs.

## Degrees Offered

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### Master's Degree in International Health

#### A. Description

This 32-credit hour program is designed for healthcare professionals and healthcare profession students to complement their education with both advanced academic skills and field experience. Equipped in this way, recipients of the MIH will be prepared to lead comprehensive health promotion and disease intervention efforts – with emphasis upon the unique needs in low-resource and cross-cultural communities. Three specialty tracks are available: International Medicine, International Nursing, and International Public Health.

This unique degree is distinctly focused on improving the health of marginalized people by equipping healthcare personnel with expertise in epidemiology, diseases of poverty, maternal newborn health, international public health, cross-cultural skills, disaster management, health leadership, healthcare education, research, and quality improvement.

#### B. Admissions Qualifications

- Currently enrolled in Medical; Pharmacy; Dental; Physician Assistant; Nursing; Advanced Practice Nursing; Dietetics; Midwifery; Healthcare Administration; Physical & Occupational Therapy; Public Health program (or)
- Active MD/DO; PharmD; DDS; PA; RN; APRN; Midwife; Healthcare Administrator; PT; OT; Public Health. Applicable clinical license must be submitted and in good standing
- Curricula Vitae
- Letter of Recommendation from a faculty or supervisor
- Ability to read and write fluently in English. If English is not your first language you will need to pass the TOEFL exam (75% minimum) and submit results
- Submission of any undergraduate or graduate school diplomas already granted
- Submission of any professional certifications already granted
- Academic transcripts (for those whose undergraduate or graduate education is still in process)

#### C. Objectives

At the completion of the INMED Master's Degree in International Health learners will demonstrate through case studies, simulation, and actual practice:

- Application of epidemiological principles
- Management & prevention of the leading diseases of poverty
- Management & prevention of HIV infection
- Care for the health of pregnant women and newborns
- Proficiency in clinical skills useful in low-resource settings
- Skill in community-wide health promotion and death/disability prevention
- Culturally appropriate healthcare
- Proficiency in disaster mitigation and response
- Design and implementation of team-lead healthcare interventions
- Transfer of healthcare skills to other personnel
- Research methodologies, interpretation, and quality improvement

#### D. Tuition and Fees

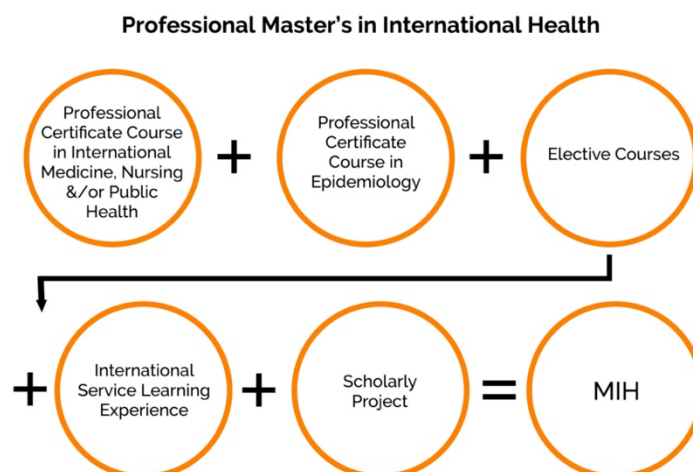
- Application Fee: \$100
- Cost Per Credit Hour: \$272
- Tuition includes the primary textbook. Students are responsible for individual course textbook costs.

#### E. Cost Summary

- Application fee: \$100
- Total tuition: \$8704 (for 32-credit hours). No additional fees are added.
- Notes: Service-Learning travel and lodging expenses are not included. Estimated service-learning expenses are \$3,000 - \$4,000 depending on site location.
- Tuition and fees are subject to change

#### F. Educational Components

Master's Degree in International Health candidates will achieve the program's learning objectives through the following educational components:



## 1. Core & Required Courses

### Epidemiology – 6 Credit Hours

SSPC – INTRO 201	Introduction to Epidemiology
SSPC – MHD 202	Measuring Health and Disease
SSPC – ES 203	Epidemiology Studies
SSPC – BBC 204	Basic Biostatistics Concepts
SSPC – CAUS 205	Causation of Epidemiology
SSPC – ENCD 206	Epidemiology of Non-Communicable Diseases
SSPC – ECD 207	Epidemiology of Communicable Diseases
SSPC – CLIN 208	Clinical Epidemiology
SSPC – EOE 209	Environmental and Occupational Epidemiology
SSPC – HPP 210	Health Policy and Planning

### MIH – SL 53 Service-Learning Experience – 5 Credit Hours

This four-week experience consists of pre-departure preparation at an [INMED Training Site](#) and post-experience debriefing and reflective essay.

(Completion of the MIH Specialty Track is required prior to the enrolling into the service-learning experience)

### MIH – SCP 51 Scholarly Project – 5 Credit Hours

- A [quality improvement project](#) related to the learner's professional endeavors
- A [literature review](#) on a pivotal subject connected with the learner's career
- [Original scientific research](#) suitable for publication

(Completion of the Epidemiology is required prior to enrolling into the scholarly project)

## 2. Specialty Tracks

Students are assigned their specialty track based on current educational status or professional license.

### International Medicine & Public Health - 10 Credits Hours

Admissions requirement:

- Currently enrolled in Medical; Pharmacy; Dental; Physician Assistant program (or)
- Active MD/DO; PharmD; DDS; or PA clinical license that is in good standing

Course work:

SSPC - DIS 401	Diseases of Poverty
SSPC - HIV 402	HIV Medicine for Limited Resource Settings
SSPC - MAT 403	Maternal-Newborn Health
SSPC - IPH 301	International Public Health
SSPC - CCS 302	Cross-Cultural Skills
SSPC - DM 303	Disaster Management in Limited Resource Settings
SSPC - HL 304	Health Leadership for Limited Resource Settings
SSPC - HE 305	Health Profession Education

International Nursing & Public Health - 10 Credits Hours

Admissions requirement:

- Active RN license and in good standing
- Bachelor's Degree (or)
- Currently enrolled in an Advanced Practice Nursing program (or)
- Active Advanced Practice Nurse license and in good standing

Course work:

SSPC - DIS 401	Diseases of Poverty
SSPC - HIV 402	HIV Medicine for Limited Resource Settings
SSPC - MAT 403	Maternal-Newborn Health
SSPC - IPH 301	International Public Health
SSPC - CCS 302	Cross-Cultural Skills
SSPC - DM 303	Disaster Management in Limited Resource Settings
SSPC - HL 304	Health Leadership for Limited Resource Settings
SSPC - HE 305	Health Profession Education

International Public Health - 10 Credits Hours

Admissions requirement:

- Bachelor's Degree in health sciences, sciences, public health, statistics, health administration, or anthropology.

Course work

MIH - AE 251	Advanced Epidemiology
MIH - MHD 252	Advanced Measuring Health and Disease



MIH – ES 253	Advanced Epidemiology Studies
MIH – BBC 254	Advanced Biostatistics Concepts
MIH –CAUS 255	Advanced Causation of Epidemiology
SSPC – IPH 301	International Public Health
SSPC – CCS 302	Cross-Cultural Skills
SSPC – DM 303	Disaster Management in Limited Resource Settings
SSPC – HL 304	Health Leadership for Limited Resource Settings
SSPC – HE 305	Health Profession Education

### 3. Electives

Required: 6 Credit Hours

MIH – EPC 701	Emergency Pandemic Control
MIH – IRC 702	International Refugee Care
MIH – HLA 703	Healthcare Leadership & Administration
MIH – IHPE 704	International Health Professions Education
MIH – HMA 705	Healthcare for Marginalized Americans
MIH – LSH 706	Lifestyle Health
MIH – IHE 707	International Healthcare Ethics
MIH – USPC 801	Ultrasound for Primary Care*
MIH – HBB 802	Helping Babies Breathe
MIH – ECB 803	Essential Care for Every Baby and Small Babies
MIH – AMBO 804	Advanced Mother Baby Outcomes**
MIH – HSLH 805	Hands-On Skills for Low-Resource Healthcare
MIH – OUPC 806	Obstetrics Ultrasound for Primary Care

\* Only available for the International Medicine & Public Health Specialty Track or an Advanced Nurse Practitioner

\*\* Available to International Medicine & Public Health and International Nursing & Public Health Specialty Track

### G. Tracking Progress Through the MIH

Each MIH learner will receive a login to the [MIH Dashboard](#) where they can view the MIH details, track their degree requirements, and see recorded their completed MIH components.

### H. Grading

Letter grades of A, B, C, D, and F are used.

Temporary grade of IN (Incomplete) is treated as an F until removed.

Grade points are assigned as follows:

A = 4.0

B = 3.0

C = 2.0

D = 1.0

F = 0.0

Grade

A	90-100 %	4.00
B	80-89 %	3.00
C	70-79 %	2.00
D	60-69 %	1.00
F	0-59 %	0.00

Definitions

Following are definitions used for the assignment of grades.

A

Mastery of course objectives is at the highest level of expected achievement.

B

Adequate performance in attaining the course objectives has been achievement.

C

Only marginal inadequate performance towards the course objectives have been achieved.

D

An inadequate level of course objective attainment has been achievement.

F

Grossly inadequate performance has been demonstrated.

IN

Incomplete status. This is a temporary grade indicating that the learner has been given and the opportunity to submit outstanding requirements. IN automatically converts to F at the end of eight weeks following the close of a term.

W

Withdrawal from a course without credit.

#### **I. Service-Learning Experience**

Graded as pass/fail. Successful pass requires:

- Satisfactory evaluation by Training Site supervisor
- Satisfactory group presentation
- Satisfactory reflective essay composition
- Completion of course evaluation at the course conclusion.

#### **J. Scholarly Project**

Graded as pass/fail.

Upon completion, learners will sit for a defense of their scholarly project before a jury of INMED faculty, who may inquire regarding any component of the project or of the MIH educational experience.

#### **K. Successful Completion of the MIH Degree**

1. Earn  $\geq 80\%$  in all course work.
2. Earn an accumulative grade of  $\geq 80\%$  in the program.
3. Earn a "Passing" grade for the skills lab, simulations, and service-learning rotation.
4. Earn a "Passing" grade in the scholarly project.

#### **L. Certification and Graduation**

Participants who complete the above education components and achieve the competency objectives will be granted the Professional Master's degree in International Health (MIH). Verification of the educational experience will be provided to any learner's affiliated institution. Graduates are entitled to include with their name and signature the initials MIH.

#### **M. M. Remediation**

If a learner does not complete any component and achieve the required competencies, the faculty may require the learner to 1) remediate the component(s) that the learner did not satisfactorily complete, or 2) repeat the entire component within one year of the start date of the original course. The learner will be offered only one opportunity to repeat the component without requiring repeat payment of tuition.

## Withdraw and Refund Policy

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- A. Student's Right to Cancel: A student may cancel this transaction, without any penalty or obligation, within three (3) calendar days from the date specified on the enrollment agreement or course registration receipt. A student's notification of cancellation must be conveyed to the institution via [online form \(https://www.jotform.com/build/213076862987167\)](https://www.jotform.com/build/213076862987167). Refunds resulting from a cancellation will be issued within 30 days of notice of cancellation. A student requesting cancellation more than 3 days after signing an enrollment agreement is subject to the applicable refund formula stated in the following section.
- B. Refund Policy for Withdrawal: You may choose to defer a course enrollment to a future course date. If you do not defer to a future course date, you may withdraw from currently enrolled courses at any time and receive the following refund rates:

### 8-Week Course Refund Policy

100% refund – 1<sup>st</sup> day – 3<sup>rd</sup> day\*  
75% refund - 4<sup>th</sup> day to day before course starts  
50% refund – 1<sup>st</sup> week of course  
30% refund – 2<sup>nd</sup> week of course  
20% refund – 3<sup>rd</sup> week of course  
10% refund – 4<sup>th</sup> week of course  
No refund – following 4<sup>th</sup> week of course

\* Day one = date enrollment agreement is signed or date on course registration receipt

### Service-Learning Refund Policy

100% refund – 1<sup>st</sup> day – 3<sup>rd</sup> day\*  
50% refund - 4<sup>th</sup> day to day before course starts  
25% refund – 1<sup>st</sup> week of course  
10% refund – 2<sup>nd</sup> week of course  
No refund – following 2<sup>nd</sup> week of course

\* Day one = date enrollment agreement is signed or date on course registration receipt

No refunds outside the stated policy are guaranteed. Students may request refunds due to mitigating circumstances. INMED will review these situations on a case-by-case basis.

### C. Procedure For Withdrawing from a Program or Course / Requesting a Refund

1. Submit [Withdrawal Request Online Form](#)
2. Select Refund or Deferral Option
  - a. If Refund Request is approved, refund will be issued within 30 days
  - b. If Refund Request is denied, student will be notified by the University.
  - c. If Deferral Option is selected, learner will qualify to re-schedule for a future participation date

### D. Dismissal from University

Students dismissed from courses and programs due to misconduct (ie: harassment) are not entitled to a deferral or refund of course tuition paid.

### E. Definition Of Terms

Programs – refers to the Professional Master's Degree in International Health, Professional Diploma Program in International Medicine and Public Health, Professional Diploma Program in International Nursing and Public Health, Professional Diploma Program in International Public Health

Courses – refers to all academic credit courses

Refunds – student is refunded (or partially refunded) money paid for a course, but may still be enrolled in program

Deferrals – student's registration is transferred to a future date and are still be enrolled in a program

Withdrawal from a course – student is withdrawn from a currently enrolled course but remains enrolled in a program

Withdrawal from the university/program – student is withdrawn from all programs and courses

## Student Conduct

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Please refer to the INMED Student Handbook for complete conduct and character expectations of students.

### I. GENERAL POLICIES AND REGULATIONS

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#### A. Address and Name Change.

Students are required to inform the Director of Student Affairs Office of any changes to their professional or personal addresses. Student addresses and phone numbers may be updated by logging into the INMED Student Platform.

Students who wish to change any part of their name as it appears in the INMED Student Record System must provide official documentation supporting the request change to the Student Affairs Officer.

#### B. Communications

Federal statutes require certain information be delivered to students. INMED delivers much of this information via email. Official electronic notifications, including federal stature requirements, instructions from university officials, will be sent to students' email address provided by students and required annual verification by student.

INMED students are required to update any changes to their contact information, including email.

#### C. Complaint and Grievance Procedure

INMED current students who have a complaint about performance, action, or inaction of a member of the INMED staff, faculty, or representative affecting the student during the period of enrollment may engage this process for resolution:

Direct a complaint as soon as possible, but no later than thirty (30) days since the date of event, to the person or persons who actions, or inactions are the result of the complaint or allegation. Complaints must be submitted through the [Questions & Concerns online form \(https://form.jotform.com/213226104121133\)](https://form.jotform.com/213226104121133). The person or persons who receive the complaint should make every effort to resolve the problem fairly and promptly (typically within forty-five (45) days) from complaint being received, through a written decision to the student. If the interaction does not resolve the complaint/allegation or gives concern for safety the student may submit in writing their complaint/allegation to the President's Office.

## II. ACADEMIC HONESTY AND BEHAVIOR

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INMED students agree to pursue their studies with integrity. The University expects each student to adhere to moral standards in the academic life, pursuing academic excellence with justice and honesty. Academic dishonesty, in all forms, does not represent the mission or values of INMED.

### A. Authority of Instructors

Every student is required to satisfy the instructor's expectations in each course of study, in such a way as the faculty may determine that the work of the course is being performed in a satisfactory manner. Assignments are due when specified by the faculty. Faculty will periodically report to the Vice President of Academic Affairs the names of students whose attendance or work is unsatisfactory. With the approval of the President and/or Vice President of Academic Affairs, faculty may at any time dismiss from a course any student who, in their judgment, has neglected the course work. A student thus dismissed will be recorded as having failed in the course unless the faculty determines otherwise.

### B. Cheating/Plagiarism

Honesty is fundamental necessity of life. This is a professional-level learning experience. All learners are expected to be self-motivated, to perform with excellence, and to be thoroughly honest throughout their process of learning. If any INMED faculty determines that a learner has committed academic dishonesty by plagiarism, cheating or in any other manner, the faculty member has the right to 1) fail the learner for the particular assignment, project and/or exam, 2) fail the learner for the entire course, 3) dismiss the learner from any future INMED learning experience, including degree, diploma, or certificate completion.

### C. Behavior in the Learning Environment

1. Due Dates: All assignments are due on Sunday at 11:55 pm of the week they are assigned.
2. Participation: Learners are required to fully participate in the course content, including readings, discussions, and essay.
3. Punctuality: These are professional level course. All assignments are expected to be submitted on time. Any learner who becomes more than two weeks behind in submitting any assignment is subject to dismissal from the course.
4. Professionalism Requirement: Learning experiences for professionals. Assignments are expected to be completed with excellence.
5. Peer to Peer Interaction: Students are expected to treat their peers, staff, faculty, and guests with respect and courtesy in speech and behavior. Faculty have the authority to remove a student(s) from a course who does not demonstrate respect and/or courtesy in speech and behavior. These

students will be referred to the Office of the President and/or Vice President of Student Affairs for remediation or dismissal with a recorded failing grade.

#### **D. Grade Challenges**

Students may dispute a grade within thirty (30) days of the grade being received. The student should arrange a meeting with the faculty member to discuss how the grade was determined. If a grade change is warranted, the faculty member will request a grade change with the Vice President of Academic Affairs, giving a valid reason for the change. After the thirty (30) day time limit, no changes will be made. Submit [appeal request form online \(https://form.jotform.com/213225802562146\)](https://form.jotform.com/213225802562146).

At the first level, any student with a complaint of this nature should consult directly and personally with the faculty member in question. If no settlement is agreed upon at this stage, the student may then appeal to the Vice President of Academic Affairs, presenting his/her case in the presence and only in the presence of the faculty member. It will be the direct and personal responsibility of the Vice President of Academic Affairs and/or President (not to be delegated) to make the final decision in the dispute after simultaneous consultation with the student and faculty. Should the student refuse to follow the sequence herein outlined, his/her complaint shall be considered void.

### **III. CONDUCT ENDANGERING HEALTH & SAFETY**

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Students who engage in a pattern of conduct that endangers the health and safety of themselves, patients, service-learning community, University representatives, staff, faculty, volunteers, or others may be expected to participate and make progress in a remediation. The University reserves the right to require the immediate removal of students who continuation in school may be detrimental to the health of themselves or others. If applicable, a voluntary or involuntary removal of a student from the University results in a failing grade for the current course work the student is enrolled. Students who are removed – voluntarily or involuntarily- may be considered for readmission following a finding by the University that the condition requiring removal has been sufficiently corrected.

### **IV. COMPUTING POLICY**

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Computing policies and procedures in this document governs all INMED information technology, websites, learning management systems, third-party entities integrated into the INMED system, and databases.

#### **A. Identification and Password**



Identification and passwords are keys to access the computing environments for INMED. Your INMED identification (ID) and password is unique to each user. Together, your ID and password act as your electronic signature indicating your consent and authorization.

1. User passwords should not be reused for other systems and applications.
2. Sharing of INMED passwords is prohibited.
3. Students are responsible for all activity that occurs with their INMED ID.
4. Students are prohibited from allowing another person or INNEMED student to access the INMED system using their INMED ID and password.

## **B. Privacy Policy**

This privacy policy sets out how INMED uses and protects any information that you give INMED when you use INMED web-based sites. INMED is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using INMED web-based sites, then you can be assured that it will only be used in accordance with this privacy statement. INMED may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes.

## **C. INMED is Committed to Protecting Your Privacy**

In general, any business or person can visit us on the internet without telling us who they are or giving us personal information. At times, however, our business may require that we collect certain information from a user, for instance: to process an order, to provide customer support, to manage your communication preferences, or to provide a service. We may supplement this information to complete a transaction or to provide a better service. This Privacy Policy describes in more detail how the Institute for International Medicine ("INMED") may collect and use your personal information, and the choices you have concerning our use of such information. INMED's privacy policy can be found on <https://www.inmed.us/privacy-policy/>

## **D. Voluntary Disclosure of Personal Information**

Personal information is data that can be used to identify or contact a single person. INMED web-based sites and our Products allow you to fill out forms for the purpose of learning more about INMED and the products/services we provide, using our Products, or making general inquiries. You can always elect not to fill out these forms. By filling out these forms, however, you agree to send to us all of the information you input into those forms, including personal information in some cases.

These forms may prompt you to fill in your:

- First and Last Name;
- Contact information including Email address;

- Telephone number;
- Title;
- Company;
- Reason for contacting us;
- Payment information.
- Demographic information such as postcode, preferences and interests; and
- Other information relevant to customer surveys and/or offers

INMED may associate the data you voluntarily disclose to us with the data we collect when you visit INMED web-based sites or use our Products, as well as with data obtained from outside sources. By voluntarily disclosing such information to us, you expressly permit this use of your personal information by INMED. You also should be aware that if you include information such as your name in a comment on INMED web-based sites, such information becomes public information, meaning that you lose any privacy rights you might have with regard to that information. Such disclosures also may increase your chances of receiving unwanted communications from third parties.

For users outside the United States, please note that any information you enter into INMED web-based sites, or our Products will be transferred out of your country and into the United States. You consent to such transfer through your use of INMED web-based sites or our Products. You also warrant that you have the right to transfer such information outside your country and into the United States.

INMED web-based sites and our Products also link to INMED's pages on various social networking sites, such as Facebook, Twitter, LinkedIn, and TikTok. If you become a fan, follow us, or otherwise interact with INMED on these social networking sites, then we may be able to personally identify you because we may be able to see whatever information you make publicly available about yourself on that social networking site. By doing so, you expressly permit this use of your personal information by INMED.

#### **E. Use and Sharing of Personal Information**

INMED and its affiliated entities may use the personal information you submit, consistent with this Privacy Policy. Our uses may include in order:

- To fulfill your requests to access, purchase and use our Products, and to provide you with the services you request from us, including by others involved in fulfillment.
- To contact you for customer satisfaction surveys, market research or in connection with certain transactions.
- To provide you with notices such as communications about purchases and changes to our terms, conditions, and policies.

- To communicate with you—via telephone, email, SMS or other means—as may be required in the context of our business relationship related to your access, purchase or use of our Products or related services.
- For marketing purposes.
- For internal purposes such as auditing, analysis, to improve our Site or Products or our advertising.
- To develop our business relationship if you represent a INMED Business Partner or Vendor.

INMED does not sell or rent any of the personal data we collect or maintain. INMED does not maintain or use any payment information beyond the immediate need to process a transaction.

In the course of meeting our customers' needs and in improving our products and services, we may share certain data, including personal information, with service providers, vendors, marketing agencies and services, data management and analytics services, affiliates, and contract workers. If you tell us that you do not want your personal information used for further marketing contact, please contact us at [office@inmed.us](mailto:office@inmed.us) and we will respect your wishes.

Additionally, we may store certain data, including personal information. In addition, we may obtain data, including personal information, from outside sources. INMED takes all measures reasonably necessary to protect against the unauthorized access, use, alteration, or destruction of the data we collect and maintain.

We may also use data we collect, including personal information, to track visits to INMED web-based sites and improve the user experience. We may track clicks from data obtained through other means, including newsletters, promotional offers, and the like. INMED does not authorize third parties to collect your information or to conduct their own online tracking of you while you are on INMED web-based sites.

## **F. Security**

INMED takes very seriously the security of the information we collect and maintain. To prevent unauthorized access or disclosures, we utilize physical, electronic, and procedural safeguards to protect all of the information we collect and maintain, including any personal information you voluntarily provide. Please be aware that, although we endeavor to provide appropriate security for the information we collect and maintain, no security system can prevent all potential security breaches.

## **V. COPYRIGHT**

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INMED responds to allegations of copyright infringement in digital and online media in accordance with procedures required by the Digital Millennium Copyright Act. INMED prohibits violations of copyright law by use of INMED University networks,

equipment, and facilities. Suspected student offenders are referred to the Office of the Vice President.

The unauthorized copying, performance, or distribution of materials protected by copyright law may subject individuals to civil and criminal penalties. The distribution of material through peer-to-peer file-sharing networks may constitute copyright infringement if undertaken without authorization of the copyright owner. Infringers will be liable for attorney's fees and court costs.

## VI. DISCRIMINATION

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- Discrimination refers to the disparate treatment of a person or group because of that person's or group's membership in one or more protected classes; including race, color, national or ethnic origin, sex, religion, age, disability, military service, covered veterans' status, or genetic information. This policy also prohibits discrimination based on the perception that any person is a member of any of the foregoing protected classes or is associated with a person who has, or is perceived as having, membership in one or more of those protected classes. In determining whether discrimination occurred, INMED examines whether there was an adverse impact on the individual's work or education environment and whether individuals outside of the protected class received more favorable treatment. If there was an adverse impact on the individual's work or education environment, INMED considers whether there is a legitimate, nondiscriminatory reason for the action.
- Harassment is unwelcome conduct directed against a person based on membership in one or more protected classes, which is sufficiently severe, pervasive, or persistent that it interferes with or limits an individual's education, living conditions, or participation in INMED programs or activities.
- Retaliation is any adverse action threatened or taken, whether directly or through a third party, against another person because they have complained about, reported, or participated in the investigation or disposition of alleged discrimination, harassment, and/or retaliation. Retaliation in an effort to discourage a person from reporting or participating in an INMED process is also prohibited. INMED will take appropriate action to address reports of retaliation by persons over which it has jurisdiction.

The following terms and definitions will be used throughout:

- Report is any complaint or information provided to INMED alleging an incident of discrimination, harassment, and/or retaliation.
- Complainant is generally the person who is reported to have been subjected to discrimination, harassment, and/or retaliation; if the complainant is a student organization, a representative from the organization will be designated to represent the organization in the investigation process.
- Respondent is the person against whom allegations of discrimination, harassment, and/or retaliation have been made; if the respondent is a student

organization, a representative from the organization will be designated to represent the organization in the investigation process.

A student who believes that a member of the INMED community has engaged in prohibited discrimination, harassment, and/or retaliation may file a report with INMED. The University encourages community members to report violations as soon as possible after an incident, but violations may be reported at any time. If INMED determines, based upon the nature of the allegations, that a report should be addressed by another department or third-party (police), INMED will direct the person submitting the report to the appropriate department and refer the matter to that department or third-party.

Requests for information, inquiries, or reports of possible violations should be submitted through an [online form](https://form.jotform.com/213226104121133) (<https://form.jotform.com/213226104121133>).

Upon receiving a report, INMED will reach out to the complainant and offer to schedule a meeting. The report, meeting, and collection of evidence will determine whether the alleged conduct could constitute a violation of the discrimination policy. INMED will notify the complainant of its determination of the investigation. A summary of the allegations, evidence, and written notes will be filed with the Vice President of Academic Affairs.

Interviews conducted as part of the investigation may be recorded by the University. Recordings not authorized by the University are prohibited.

INMED uses the preponderance of the evidence standard of proof to determine responsibility for violations of the University discrimination policy.

If INMED determines a violation of the University discrimination policy, the INMED President, Vice President of Academic Affairs, and Director of Student Affairs will render an appropriate sanction based on the evidence provided. Respondents may appeal the sanction through an [online form](https://form.jotform.com/213225802562146) (<https://form.jotform.com/213225802562146>) within fourteen (14) calendar days of the date they are formally notified of the sanction.

## **VII. SEXUAL MISCONDUCT**

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INMED is committed to maintaining a safe and healthy environment for all members of the University community. Please see the INMED Sexual Misconduct Policy for detail information.

## **VIII. FINANCIAL RESPONSIBILITY**

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Tuition, fees, and all charges associated with the beginning of each term are due and payable in full at the beginning of each term. The payment deadline is twenty-four

(24) hours prior to the start of the course date. If a student adds courses after the initial start date the payment is due immediately.

## **IX. NAME AND LOGOS**

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All logos, seals, names, and slogans associated with the Institute for International Medicine (INMED) are trademarks and are exclusive property of INMED. Reproduction of these marks must be approved by INMED prior to use.

## **X. STUDENT RECORDS**

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INMED University is subject to the provisions of federal law known as the Family Educational Rights and Privacy Rights (FERPA). Students' rights under this law include:

1. The right to inspect and/or review their education records within 30 days of the formal submitted request from the student to the University. Students should submit their requests through an [online form \(https://form.jotform.com/213226104121133\)](https://form.jotform.com/213226104121133).
2. Request an amendment of any part of their education records that a student believes is inaccurate. Students request for an amendment should be submitted via [online form \(https://form.jotform.com/213226104121133\)](https://form.jotform.com/213226104121133).
3. Right to consent to disclosures of personally identifiable information contained in student's education records to third parties (except in situations that FERPA allows disclosure without the student's consent). Exceptions include disclosures to:
  - a. School officials with educational interests. A "school official" is a person employed by INMED in an administrative, supervisory, academic, research, or support-staff, contractors, consultants, and Board of Directors.
  - b. Parents if the student is a dependent for tax purposes.
  - c. Appropriate individuals (e.g. spouse, parent/guardian, healthcare personnel, police) where disclosure is in connection with the health or safety of the student.
  - d. Federal, state, local law enforcement if the student has violated the law.
  - e. Comply with a judicial order or lawfully issued subpoena.
  - f. Authorized representatives of government entities

## **XI. INMED DIRECTORY**

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Directory listing for faculty, staff, Board of Directors and third-party consultants' listings on [www.inmed.us](http://www.inmed.us) consist of full name, position, email address, and when applicable a phone number.

Student directory is located on the INMED learning management system. The directory consists of the student's full name and email address. Students may elect to add additional contact information on their listings.

## **XII. STUDENT WELL-BEING**

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INMED offers holistic services and resources pertaining to the well-being of students. Primary contacts include Director of Student Affairs and the President's office. Virtual and in-person resources are available and include mentorship and coaching.

**Medical Notification Policy:** There are times when illness or injury requires students to adjust or restrict their ability to meet their academic requirements. It is the responsibility of the student to communicate to their instructors any medical need arising that does require an adaptation to their academic work. INMED encourages instructors to work with students to accommodate these requests. However, it is the prerogative of the instructor to determine if such accommodations can be made without neglecting the rigor of the objectives for the course. If emergent illness or injury has occurred the student may need to request, in writing, short-term absence. Short-term absence requests should be submitted through [online form](https://form.jotform.com/213226104121133) (<https://form.jotform.com/213226104121133>).

**Immunization Requirements:** INMED requires all students to follow the CDC recommended vaccinations in collaboration with their primary care physician. Service-learning site immunizations will be guided by CDC recommendations, travel requirements, and INMED service-learning site faculty member. Immunization records should be submitted during time of application or submitted to [office@inmed.us](mailto:office@inmed.us).

## **XIII. DISABILITY ACCESS**

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INMED University seeks to provide an accessible education for all students. INMED works to accommodate and mitigate barriers to access education for students with disabilities. Accommodations are determined on an individual, case-by-case basis. Students, requesting accommodations, should submit their requests with supporting documentation to the Director of Student Affairs. The Director of Students Affairs office will review the request and schedule a follow-up meeting with the student to develop a plan to offer reasonable accommodations.

## **XIV. SERVICE-LEARNING EXPERIENCE**

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The policies and regulations in the INMED Student Handbook apply to students enrolled for the INMED service-learning program, and some additional policies and regulations may apply. Students on academic probation, financial hold, or have been placed on disciplinary probation are not eligible to enroll into the service-learning program.

Student requirements for the INMED service-learning experience:

1. Submit travel itinerary with INMED at least two (2) weeks prior to travel.
2. Signed INMED travel waiver from student that they acknowledge the risks of travel, serving in an international health facility, and other related risks to their experience.
3. Students must be over the age of 18 years to participate in an INMED service-learning experience.
4. All students must have obtained travel medical and liability insurance from INMED and travel with the medical and liability insurance documentation provided to them.
5. All students will obey by the laws of the host country.
6. All students will obey by the policies and regulations of the host clinical site and faculty member.
7. All students must submit a signed the INMED Participant Responsibility Agreement

For additional information refer to the INMED Policy Concerning Study, Travel, and Research in Countries Under U.S. State Department Travel Warnings.

#### **XV. OBSERVANCE OF HOLY DAYS**

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INMED makes every reasonable effort to allow students of the University to observe their religious holy days without academic penalty. Absence from classes or examinations for religious holy days does not relieve the student from responsibility for any part of the course work required during the absence. Students must request excused absence from their instructor within the first five (5) days of the course start date. Students must also provide opportunities to their instructor to make up the work without penalty. Instructors will work with the student to accommodate religious holy day requests. If no reasonable solution is agreed upon, the request with the instructors' input will be sent to the Vice President of Academic Affairs to be reviewed and a decision made.

#### **XVI. UNIVERSAL WAIVER**

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Students acknowledge the receipt and sufficiency of this consideration, and by enrolling in INMED University's academic and co-curricular programs and activities agree to release, relieve, discharge, and hold harmless INMED University, its officers, faculty, administrators, employees, Board of Directors, representatives, service-learning entities and staff, and elected and volunteer leaders designated by INMED University, from any and all liability or claim of liability, whether for personal injury, property damage, or otherwise arising out of, or in connection with, their voluntary participation in activities and travel associated with programs sponsored by INMED University or any of its departments, service-learning sites, groups, and other entities.



## Faculty

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A list of faculty members can be found on: <https://www.inmed.us/about/faculty/>

### **Scott Armistead, MD**

Adjunct Professor/Part-Time

Dr. Armistead trained at the Medical College of Virginia and Truman East Family Medicine Residency in Kansas City, where he met Dr. Comninellis as a faculty member. Dr. Armistead and his family lived in Pakistan from 1999-2015, providing medical care at [Bach Christian Hospital](#), with a 1 1/2 year stint at [Oasis Hospital](#) in the United Arab Emirates when the security situation in Pakistan worsened.

Since 2015, Dr. Armistead has taught family medicine at the [Virginia Commonwealth University \(VCU\) School of Medicine](#) and worked part-time as a CMDA staff worker at VCU. At the School of Medicine, he started the month-long International Medical Mission elective for senior students during which he takes a group annually to Karanda Mission Hospital in Zimbabwe. He completed VCU's TIME (Teaching in Medical Education) certificate course. He loves teaching and has received teaching awards in the Practice of Clinical Medicine program at VCU and from the Society of Teachers of Family Medicine. He is very keen on the professional, moral and spiritual formation of students. He is active with the Urdu-speaking S. Asian refugee and immigrant population in Richmond, Virginia.

### **Nicholas Comninellis, MD, MPH, DIMPH**

Professor/Full-Time

Nicholas Comninellis is Dean and President of [INMED](#), the [Institute for International Medicine](#). He is also faculty in the Department of Medical Humanities at the [University of Missouri-Kansas City \(UMKC\) School of Medicine](#) and faculty at [Research Medical Center Family Medicine Residency](#). Over two years Dr. Comninellis served inner-city citizens at [Shanghai Charity Hospital](#). Over another two years, he led a healthcare ministry in the [war-besieged nation of Angola](#) in southern Africa. Dr. Comninellis next served for six years in the Kansas City public hospital before launching INMED in 2003.

He graduated from [UMKC School of Medicine](#) and [Saint Louis University School of Public Health](#) and was a family medicine resident at [John Peter Smith Hospital](#). Dr. Comninellis also earned a professional diploma in tropical medicine from the [Walter Reed Army Institute of Research](#) and became board certified in both public health and family medicine. Among his authored books are [Shanghai Doctor](#), [Where Do I Go From Here](#), and [INMED International Medicine & Public Health](#). Dr. Comninellis is a classical guitarist and faculty advisor for [UMKC Cru](#). He was recognized as the 2009 United Nations Association of the United States WORLD CITIZEN and the [2015 University of Missouri-Kansas City Alumni of the Year](#).

**David Culpepper, MD**

Adjunct Professor/Part-Time

Dr. Culpepper is an internist and Point of Care Ultrasound Fellow with Ultrasound Leadership Academy. Armed with a professional Degree in Pharmacy, he trained at the University of South Carolina School of Medicine, he is certified in echocardiography and internal medicine, holds a Fellowship in the American College of Physicians, and practiced general internal medicine plus hospital medicine for three decades. Dr. Culpepper has provided volunteer medical services to marginalized people in Brazil, Peru, Bolivia, Romania, Kenya, and refugees on the Greek Island of Lesbos. His professional passion is teaching point of care ultrasound skills to those serving around the world in low-resource communities, and since 2005 Dr. Culpepper has taught ultrasound skill for INMED learners.

**Micah Flint, MPA, RN, DINPH**

Associate Professor/Part-Time

Micah completed his MPA in healthcare leadership and disaster management at Park University. He holds a nursing degree and bachelor's degrees in science and liberal arts. He received his INMED Diploma in International Nursing & Public Health in 2008. Micah was the former Chief Innovation Officer, where he oversaw the development of new INMED programs. He is an active member of the American College of Lifestyle Medicine, and his clinical focus is in lifestyle health and sports medicine. Micah has provided presentations at local and national conferences on topics ranging from Disaster Response, Cross-Cultural Skills, Health Leadership, and Simulation. He is the author of the DISASTER RESPONSE: POCKETBOOK FOR VOLUNTEERS and Disaster Management in Limited Resource Settings, 2<sup>nd</sup> Edition.

**John Gibson, MD, DIMPH**

Adjunct Professor/Part-Time

Dr. Gibson is Director of Rural and Global Health Education at University of North Texas Health Sciences Center. He also teaches ultrasound for both UNTHSC medical students and for family medicine residents at John Peter Smith Hospital, including obstetrical ultrasound applications. Dr. Gibson lived in Thailand from 1984-2004, training medical personnel and providing care for marginalized people throughout the nation. Dr. Gibson is a certified diagnostic ultrasound instructor.

**Peter Greenspan, DO**

Adjunct Professor/Part-Time

Dr. Greenspan is a native of Brooklyn, New York, and a graduate of the Chicago College of Osteopathic Medicine. Since 1997 this Board-certified obstetrician/gynecologist has instructed medical students and residents in the Kansas City area through his appointments to the faculty of the University of Missouri-Kansas City School of Medicine and Truman Medical Center Family

Medicine Residency Programs. Dr. Greenspan, a messianic Jew, is a recognized authority on subjects of apologetics, medical ethics and human cloning.

**Tochi Iroku-Malize, MD, MPH, MBA**

Adjunct Professor/Part-Time

Dr. Iroku-Malize is founding chair and professor of family medicine for the Donald and Barbara Zucker School of Medicine at Hofstra/Northwell, and chair of family medicine for Northwell Health. She earned medical degrees from the University of Nigeria College of Medicine and Dentistry in Enugu. Dr. Iroku-Malize is a delegate to the World Organization of Family Doctors (WONCA) and serves on the Committees on Health Informatics and Medical Education. She received the 2018 Global Health Service Award from the Dr. Almanzar Foundation for providing medical care to low-income individuals in the Dominican Republic and Latin America.

**Paul Larson, MD, MS, MBA**

Professor/Part-Time

Paul Larson is faculty at the UPMC St. Margaret Family Medicine Residency, Pittsburgh, Pennsylvania, where he serves as Director of Global Health Education and Medical Director of Duquesne University Health Services. In addition, Paul serves UPMC as lead consultant for WorkPartners Primary Care Initiative and UPMC International development of a residency program and clinical academic department of Family Medicine at Nazarbayev University, Kazakhstan.

Paul graduated from the University of Massachusetts Medical School and completed Family Medicine Residency at The Washington Hospital in Washington, Pennsylvania. He completed a post-graduate diploma in Tropical Medicine at the University of Liverpool, U.K and practiced full-spectrum Family Medicine in Kenya as a clinical educator and acting medical director of a district hospital. Paul returned to the USA to complete an MS in medical education at the University of Pittsburgh and a fellowship in faculty development at the University of Pittsburgh Department of Family Medicine, UPMC St. Margaret where he has been faculty for the past 10 years. Paul completed an executive MBA in Healthcare at the University of Pittsburgh Joseph M. Katz Graduate School of Business, Beta Gamma Sigma and is a Certified Physician Executive. Paul is married to Alysia, and they have five active teen/preteen children. Paul volunteers as a Medical Officer for the PA Wing, Civil Air Patrol, U.S. Air Force Auxiliary.

**Joe LeMaster, MD, MPH**

Adjunct Professor/Part-Time

Dr. LeMaster is also a full professor of Family Medicine and Community Health at Kansas University Medical Center, where he is an active researcher and provides targeted primary care for refugees from the Himalayan nation of Bhutan. Himself a graduate of KUMC, Dr. LeMaster went on to earn a Master's in Public Health in

Developing Countries from the London School of Hygiene And Tropical Medicine. Dr. LeMaster and his wife Judy lived in Nepal from 1990-2000, serving at Okhaldhunga Hospital, the only medical care facility for 300,000 people, where they promoted maternal-child health and conducted leprosy research.

Dr. LeMaster has been teaching with INMED since 2008, with particular contributions in cross-cultural skills, health leadership, and participatory learning and action. His research focuses on improving healthcare for US primary care patients (mostly refugees and immigrants) who have limited English proficiency. He is an editor of Health Expectations Journal, currently Chairs the Committee on Advancing the Science of Family Medicine and is a Board member of the North American Primary Care Research Group.

### **Fred Loper, MD**

Associate Professor/Part-Time

Fred Loper is a graduate of the University of Oklahoma School of Medicine. As a third-year medical student, he was part of the founding of Good Shepherd Ministries Medical Clinic – a faith-based, not-for-profit clinic that serves the uninsured people of Oklahoma City to this day. After completing his residency at the University of Oklahoma, Dr. Loper served as a primary care physician at Central Oklahoma Medical Group (COMG). In 1986, he was appointed as the National Missionary for Medical Missions for a North American mission board, and in 2005, he became Executive Director of Baptist Medical Dental Fellowship, leading physicians, dentists and other health professionals in volunteer healthcare service in the US and abroad. In 2012, Dr. Loper returned to Good Shepherd Ministries Medical Clinic to serve as their full-time medical director and completed his active practice career as an Associate Physician at Community Health Centers of Oklahoma, a Federally Qualified Health Center.

### **Winston Manimtim, MD, DIMPH**

Adjunct Professor/Part-Time

Dr. Manimtim is a neonatologist who serves as the Director of the Infant Tracheostomy and Home Ventilator Program and the Medical Director of the Neonatal Follow Up Clinics, both of which are located at Children's Mercy – Kansas City. He is a graduate of the INMED Professional Diploma in International Medicine & Public Health which is accredited by the American Council for International Healthcare Education (ACIHE).

Dr. Manimtim is a world leader in medical education through didactic, skills development, and simulation in neonatal resuscitation for low resource settings through the American Academy of Pediatrics (AAP) and INMED's Helping Babies Breathe (HBB) Program. Under his international mentorship, over 300 physicians and healthcare providers have successfully completed the HBB Master Trainer Course. These graduates in turn have each trained hundreds of local birth attendants and healthcare workers in developing nations.

Dr. Manimtim is a Professor of Pediatrics at the University of Missouri-Kansas City School of Medicine. His research focuses on chronic lung disease and its long-term respiratory and developmental outcomes, specifically those premature infants who developed severe bronchopulmonary dysplasia and dependent on mechanical ventilation at home. Dr. Manimtim has published as a first, senior, and co-author in various peer-reviewed journals and serves as a Primary and Co-Investigator on multiple studies.

In 2020, Dr. Manimtim was recognized as an Honorary Member of the Philippine Society of Newborn Medicine (PSNbM) for his dedication and commitment to providing neonatal education to his native country of the Philippines.

### **Sean Mark, MD, MPH**

Professor/Part-Time

Dr. Mark is an emergency medicine physician at Research Medical Center and Truman Medical Centers. He earned the INMED Professional Diploma in International Medicine & Public Health, including his service at Clinica Esperanza in Honduras and LIGHT in northeastern China. Dr. Mark has special interest in international public health, clinical ultrasound, and serving Spanish-speaking communities. He has taught the INMED Professional Certificate Course in Ultrasound for Primary Care since 2019.

### **Vydehi Murthy, MD**

Adjunct Professor/Part-Time

Dr. Murthy is a neonatologist with [Saint Luke's Health System](#) in Kansas City, previously serving with as a neonatology fellow at [Children's Mercy Hospital](#). Dr. Murthy was raised in India, continues to be particularly committed to low-resource communities, and has taught Helping Babies Breathe with INMED since 2012.

### **Timothy Myrick, MD**

Professor/Part-Time

Dr. Timothy Myrick lived and served for two decades with his family in the Muslim world, including locations in sub-Saharan Africa, North Africa, Middle East, and the Horn of Africa – including INMED Training Sites [Oasis Hospital](#) and [Kijabe Hospital](#). His wife, Lori, has served alongside him as a labor and delivery nurse. While in Kenya, they focused on the needs of Somali refugees. Tim communicates fluently in Arabic and French, has taught medical school in northern Somalia and is currently teaching family medicine at [University of Missouri-Kansas City](#).

**Don Philgreen, MD**

Adjunct Professor/Part-Time

A certified Advanced Life Support in Obstetrics(ALSO) instructor, Dr. Philgreen is a faculty physician at the Research Family Medicine Residency. His medical experience includes four years service on the Gila River Indian Reservation. In 2004 he was named the Missouri Family Physician of the Year. Dr. Philgreen has delivered 4,050 babies and counting.

**Neubert Philippe, MD**

Adjunct Professor/Part-Time

Dr. Neubert Philippe is a family physician educator in Queens, New York. Born in Haiti, he completed undergraduate education at University of Baltimore, medical school at University of the State of New York, and advanced degrees at Hofstra University. Today, Dr. Philippe's roles include Director of Global Health at the Northwell Health Family Medicine Department, and Assistant Program Director of Northwell Health Family Medicine Residency Program. His research experience includes mapping residency global health experiences to ACGME family medicine milestones, and implementing global health competencies into medical education.