



# NURSING

[www.monument.health/nursing](http://www.monument.health/nursing)

Headquartered in Rapid City, S.D., Monument Health is a community-based health care system with a mission to make a difference, every day. The system offers care in 31 medical specialties and serves 14 communities across western South Dakota and in eastern Wyoming. With over 5,000 physicians and caregivers, Monument Health is composed of 5 hospitals and 40 medical clinics and specialty centers.

Monument Health is a member of the Mayo Clinic Care Network.

[www.monument.health](http://www.monument.health)

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### MISSION

**Make a difference. Every day.**

### VISION

**It starts with heart.**

Our vision is to be one team, to listen, to be inclusive,  
and to show we care.

**To do the right thing.** Every time.

### VALUES

Trust

Respect

Compassion

Community

Excellence

### PRIORITIES

Deliver high quality care

Provide a caring experience

Be a great place to work

Impact our communities

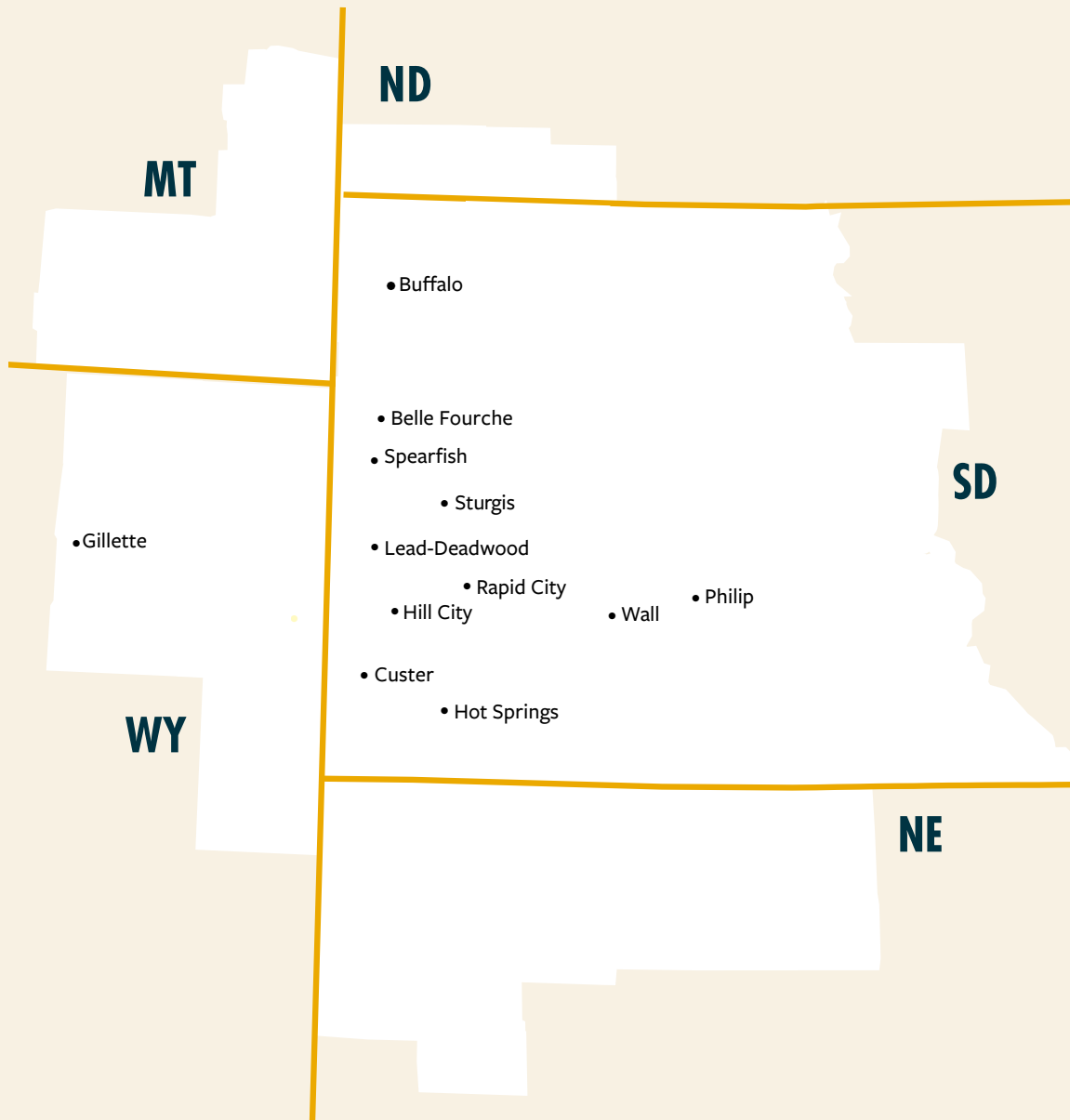
Be here for generations to come

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**Our logo is called “diamonds with heart.”** The five diamonds represent Monument Health’s five priorities and are featured in the shape of an “M” for Monument. The three filled-in center diamonds represent our vision: It starts with heart. Diamonds also hold strong symbolism to signify transformation.

# MONUMENT HEALTH SERVICE AREA



Call 605-755-JOBS or email the Credentialed Care Team at [mhcredentialedcareteam@monument.health](mailto:mhcredentialedcareteam@monument.health).  
View our open positions at [www.monument.health/nursing](http://www.monument.health/nursing).



Love where you live.  
Love where you work.

## THE BLACK HILLS: ADVENTURE LIVES HERE

### FACTS:

SOUTH DAKOTA IS THE **6TH HAPPIEST STATE IN AMERICA** (WALLETHUB, 2021)

SOUTH DAKOTA IS THE **13TH BEST STATE IN WHICH TO RETIRE** (WALLETHUB, 2021)

RAPID CITY NAMED **19TH BEST PLACE TO RETIRE** (EMPLOYEE BENEFIT RESEARCH INSTITUTE, 2019)

RAPID CITY AND SPEARFISH NOMINATED AS TWO OF **AMERICA'S BEST ADVENTURE TOWNS** (NATIONAL GEOGRAPHIC, 2011)

SPEARFISH VOTED THE **12TH BEST PLACE TO LIVE** (OUTSIDE ONLINE, 2015)

SPEARFISH VOTED ONE OF THE **25 BEST TOWNS OF 2017** (OUTSIDE ONLINE, 2017)

RAPID CITY SELECTED AS A FINALIST FOR **NICEST PLACES IN AMERICA** (READER'S DIGEST, 2019)

THE BLACK HILLS NAMED THE MIDWEST'S **BEST WINTER ESCAPE** (THRILLEST, 2021)

SOUTH DAKOTA HAS THE **3RD LOWEST UNEMPLOYMENT RATE IN THE U.S. (2.9%)**

SOUTH DAKOTA HAS **NO PERSONAL OR CORPORATE INCOME TAX**

The Black Hills is a picturesque part of the country that is well-known for its national monuments, outdoor activities, family friendly adventures and communities.

Many of the communities in the Black Hills experience all four seasons — all are breathtaking and filled with fun events and leisurely activities. The summer season is a fantastic opportunity to hike scenic trails and swim in beautiful lakes, as well as attend the Sturgis Motorcycle Rally and visit the buffalo that roam Custer State Park.

Autumn is the time of year where many throughout our region enjoy numerous scenic drives and byways, including Boulder Canyon and the Badlands Loop, as well as attend fall festivals and events with chili cook-offs, pumpkin-carving contests and phenomenal productions put on by local theaters.

Winter and spring in the Black Hills has no shortage of outdoor and indoor activities, offering a multitude of ways to explore and enjoy the seasons. The area offers exceptional downhill and cross-country skiing, snowmobiling, snowshoeing, ice skating and hockey.

# WHY CHOOSE **THE BLACK HILLS**?

## **DINING & ENTERTAINMENT:**

Whether you're looking for an upscale night out or a casual dinner with friends, you can find it throughout the Black Hills. With an outstanding variety of restaurants, supper clubs, cafes, breweries and wineries, there is no shortage of venues to choose from. The music scene in the west satisfies tastes both mainstream and eclectic; with the hottest names in country and rock making appearances at the Sturgis Motorcycle Rally every summer and artist performances ranging from bluegrass and contemporary Native American to Christian pop, symphony orchestras and more year-round in Custer, Hill City, Lead-Deadwood, Spearfish and Rapid City.

## **COMMUNITY & CULTURE:**

The sense of community and culture throughout the Black Hills and surrounding communities is unparalleled. There are numerous community events, activities and celebrations to choose from that are sure to bring smiles to the whole family.

## **EDUCATION:**

A multitude of public, private and parochial schools educate thousands of students throughout the Black Hills. Post-secondary options in the region include the South Dakota State College of Nursing, University Center-Rapid City (a partnership among the state's six public universities), the University of

South Dakota Department of Nursing, National American University, Black Hills State University, Embry-Riddle Aeronautical University and the venerable science and engineering-centric South Dakota School of Mines and Technology.

## **HISTORY:**

The Black Hills are rich with western and Native American history and tradition. The region is home to over 16 national and state parks, over one million acres of forest and hundreds of historical attractions and monuments in between.

## **HOUSING RESOURCES:**

### **Custer:**

[www.custersd.com](http://www.custersd.com)

### **Lead-Deadwood:**

[www.deadwood.com](http://www.deadwood.com) + [www.leadmethere.com](http://www.leadmethere.com)

### **Rapid City:**

[www.elevaterapidcity.com](http://www.elevaterapidcity.com)

### **Spearfish:**

[www.spearfishchamber.org](http://www.spearfishchamber.org)

### **Sturgis:**

[www.sturgisareachamber.com](http://www.sturgisareachamber.com)





## NURSING AT **MONUMENT HEALTH**

The right team of nurses is capable of transforming health care. Monument Health nurses are professional and passionate, and we support one another. Our vision at Monument Health is to be one team, to listen, to be inclusive and to show we care. To do the right thing. Every time. If you share this philosophy, we hope you'll join us.

Our nurses have opportunities to work in critical access hospitals, community hospitals, a behavioral health hospital, long term care environments, clinics and hospital outpatient services. We also offer amazing opportunities for professional development and advancement, as well as tuition reimbursement and scholarships.

Perhaps the best part about being on our team - the ability to work and play in the Black Hills of South Dakota, a mecca for outdoor activity.

### **Being a great place to work is a strategic priority at Monument Health.**

Monument Health caregivers receive excellent benefits, competitive pay and robust opportunities to grow within our organization. As the largest health care system in western South Dakota with a wide service area, our system provides community-based health care in more than 20 communities in two states and over 30 specialty areas of medicine.

Our caregivers are committed to delivering great patient care and optimal outcomes, as well as impacting our communities.

# SHARED DECISION MAKING AT MONUMENT HEALTH

Shared Decision-Making at Monument Health is the foundation of our nursing practice and a key element in our Professional Practice Model, Patient and Family-Centered Care. Here at Monument Health we utilize our Shared Decision-Making councils to facilitate a process for clinical, front-line caregivers at the unit and system level to identify questions, concerns, or issues in their practice environments. In alignment with our mission, vision, values and strategic priorities the councils utilize data and information to develop and propose evidence-based solutions for improvement.

At Monument Health we utilize the Councilor Model as our Shared Decision-Making structure. The model is made up of a coordinating council, central councils (system councils) and unit/market/clinic (UMC)-based councils. The councils are comprised of, and lead by, frontline caregivers with the system councils representing areas throughout our organization. The system councils include Nursing Support, Health Care Informatics, Nursing Practice, Nursing Quality, Safety and Performance Improvement, Professional Development, Ambulatory and Advanced Practice Provider Council. Through both the UMC-based councils and system councils there are countless opportunities for engagement and professional development at Monument Health.

Shared Decision-Making provides opportunities for clinical, front-line caregivers to drive decisions at the unit and system-level. Through this partnership, the responsibility and accountability are shared amongst frontline caregivers and leaders to impact practice, work environment, professional development and engagement. Through collaboration, the councils generate new knowledge related to the profession of nursing and patient outcomes. Shared Decision-Making is a professional development opportunity that enhances caregiver engagement, facilitates inter-professional collaboration, strengthens succession planning, decreases turnover and improves safety.

**We hope you join us!**

I can't speak enough about Shared Decision-Making at Monument Health. I truly feel that I wouldn't be in my current leadership role and being successful at it if I wasn't a part of the shared decision-making councils. The guidance I received not only from the facilitators, but also from the fellow bedside caregivers, will be something that I will carry with me through the rest of my nursing career and beyond. Having the opportunity to create change within the shared decision making structure is very empowering as a caregiver. The networking, mentorship and support gave me the confidence to take on a leadership role within the organization. I have succeeded in my career primarily because of my experience on the shared decision-making councils.

**LaToya Phillipe, BSN, RN-BC**

Clinical Nurse Manager  
Medical & Ortho/Neuro/Surgical

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Being a part of the Ambulatory Shared Decision-Making Council has been exciting. We are a new council to the system. One always hears about this market or that market but until I got to meet all the hard-working coworkers from each market, I didn't comprehend that we are all working towards the same goal of excellent patient care and best practices. It is truly inspiring to work with all the team members of the Ambulatory Council from all the different clinics that cover Western South Dakota. It is inspiring to communicate ideas, establish and accomplish goals and brainstorm ideas from clinic to clinic. It is truly my pleasure to be a leader of this group and to be a part of the Monument Health system.

**Kathy Jedlicka RN**

Patient Care Coordinator/Case Management  
Family Medicine Residency

# YOUR PATIENTS HAVE YOU. AND YOU HAVE MAYO CLINIC.

## Mayo Clinic Care Network Member Tools and Services

Clinical collaboration through the Mayo Clinic Care Network provides access to world-leading medical expertise, so that your patients receive:

The care they need • Close to home • At no additional cost

At the core of the Mayo Clinic Care Network is clinical collaboration.

As a clinical caregiver you will have access to the wealth of the Mayo resources that continue to expand.







# NURSE RESIDENCY PROGRAM

## BRIDGING THE GAP

Monument Health is proud to offer a robust Nurse Residency Program to all new graduate Registered Nurses. As a new graduate nurse, you will benefit from this unique opportunity in professional development, critical thinking, time management and leadership training.

Recommended by the Joint Commission in 2002 and endorsed by the American Nurses Association and Institutes of Medicine in 2010, Nurse Residency Programs provide hands-on experience for newly graduated nurses to “bridge the gap” between formal nursing education and professional practice.

## ABOUT THE NURSE RESIDENCY PROGRAM

The year-long Nurse Residency Program is designed to support you at each milestone early in your career. It is a blended model incorporating convenient online modules with monthly small-group sessions, culminating with a project emphasizing implementation of a quality improvement or performance improvement initiative.

We have partnered with the University of Iowa to enroll all registered nurses throughout the system with less than 12 months of clinical practice. The evidence-based program starts quarterly after the date of hire.

Monument Health Nursing Professional Development Practitioners serve as Site Clinical Coordinators and resources, as well as departmental nursing leadership, nurse clinicians and preceptors. Nurse Residency is one piece of a comprehensive transition to practice program.

## WHAT THE PROGRAM HAS TO OFFER

The objective of a Nurse Residency Program is to increase confidence and competence in nursing practice. At Monument Health, the program provides:

- An opportunity for networking with your peers throughout the organization.
- A chance to work with nurse leaders acting as small-group facilitators.
- A focus on the art and science of nursing.
- An opportunity to lead and implement positive practice or process changes.

As new graduate nurses, the evidence-based NRP will support you through your critical first year as a nurse, preparing you for a successful, engaging career.

## COORDINATION AND COMMUNICATION

All new graduate nurses throughout the organization with less than 12 months of professional practice will be enrolled upon hire. Scheduling, expert speakers and professional learning opportunities will be planned by NPD Department and communicated to you as you begin your employment.

## WHOM DO I CONTACT FOR MORE INFORMATION?

Call the Nursing Professional Development Department at 605-755-1102 or visit [www.monument.health](http://www.monument.health).

# YOU BELONG **HERE**

At Monument Health, we promote the professional and personal growth of all of our nurses. We are committed to offering a variety of professional development opportunities to help our caregivers advance their careers. This also helps guarantee we're offering the highest quality of care. To ensure that we have the quality staff we need to care for our patients in the future, Monument Health is committed to the education of current and future caregivers.

**LISTED BELOW ARE SUMMARIES OF EDUCATIONAL AND CAREER ADVANCEMENT OPPORTUNITIES OFFERED BY MONUMENT HEALTH.**

## **MONUMENT HEALTH FOUNDATION SCHOLARSHIP PROGRAMS**

Monument Health offers a variety of scholarships to help students pursue their education goals in the nursing field. All applications and announcements are available online at [monument.health/scholarship](http://monument.health/scholarship).

Award amounts range from \$2,500 to \$40,000.

## **TUITION REIMBURSEMENT**

It is the philosophy of Monument Health that its caregivers should be lifelong learners. In line with this, the Educational Assistance or Tuition Reimbursement program is offered to caregivers after six months of continuous service with the organization. Courses being requested for reimbursement must be offered by an accredited university as recognized by the U. S. Department of Education. The amount of reimbursement is based on the full-time or part-time status of the employee. Refer to policy titled, 'Assistance for Education, Certifications, and Training.' Full-time caregivers are eligible for up to \$2,800 per fiscal year, and part-time Caregivers are eligible for up to \$1,400 per fiscal year.

## **CONTINUING EDUCATION DAYS**

In conjunction with the Nursing Division Education Philosophy, education days beyond orientation and mandatory education may be granted to caregivers within nursing services.

- Two education days (16 hours) annually for FT caregivers
- One education day (8 hours) annually for PT caregivers

Caregivers are encouraged to use these paid educational hours as an opportunity to increase their knowledge in an area of interest, including but not limited to: symposiums, iLearn courses and community-offered health education. The policy number for this opportunity is PC-6011-49.

## **MONUMENT HEALTH UNIVERSITY/ ILEARN**

**Monument Health University develops and delivers programs and services that:**

- Provide resources and opportunities for education to develop clinical competencies.
- Prepare employees to meet established standards of regulatory agencies.
- Keep employees informed of current trends and research, to enable them to deliver high-quality patient care.
- Enhance employees' performance in their current jobs and prepare them for future workforce needs.
- Use a wide variety of instruction methods, including live instruction and online learning.

Topics presented are focused on both orientation and continuing education. Core courses provide basic education needed to achieve initial competencies. Intermediate and advanced courses provide continuing education opportunities to further develop clinical skills. Courses are offered in the format of clinical courses in person, workshops and symposiums and technology or e-Learning classes.

iLearn is Monument Health's Learning Management System (LMS). The Center for Talent Development uses iLearn as a resource and tool for caregivers and physicians to manage their growth and development opportunities and successes.

**The system includes:**

- Quick access to your transcripts, training hours and certificates.
- Tracking for external training opportunities, including conferences, e-learning, videos and online content.
- Easy search and enrollment for clinical, professional and leadership development courses, e-learnings, videos and much more.
- Tracking completed competency assessments and developing individual learning plans with your leader.

**For more information about iLearn, contact the Talent Development team at 605-755-8018.**

## STUDENT LOAN FORGIVENESS

Our caregivers are the heart and soul of our organization. In step with one of our key priorities – be a great place to work – Monument Health has initiated a Student Loan Repayment Program. If eligible, monthly payments will be made directly to your student loan lender, reducing the student loan payment that you make.

## COMPENSATED NURSING PROFESSIONAL DEVELOPMENT LADDER (NPDL)

The NPDL is a tool developed by bedside caregivers specifically for Monument Health. The ladder allows for additional compensation for those who demonstrate identified professional development accomplishments. It is a structured system to provide professional development while allowing nurses to remain in the clinical setting. It encourages development through continuing education, commitment to quality care, dedication to patient experience, certifications, in-services, inter-personal relationships, councils, community service and development of leadership qualities.

## REFERRAL PROGRAM

The referral program recognizes and rewards eligible caregivers for successful referral of candidates. Monetary referral bonuses will be awarded for all positions. Bonuses range from \$50-\$5,000

## CERTIFICATION ASSISTANCE PROGRAM

Monument Health encourages caregiver educational development and creates an environment that promotes caregiver engagement, lifelong learning and accountability throughout the organization. This certification program was established to help support educational development by providing certification assistance to caregivers to enhance their current skill levels and to promote development above and beyond the currently required skills for a caregiver's position.

Eligible caregivers must have worked for Monument Health for at least 6 months, working a minimum of 40 hours per pay period. One certification is available per fiscal year. In a two-year period, up to \$650 can be reimbursed.






**For more information, contact:**  
Human Resources  
605-755-5510

**monument.health**  
EOE/Vet/Disability



# TOTAL REWARDS OVERVIEW

Supporting You So You Can Support Others

	BENEFIT	WHO PAYS	WHAT YOU RECEIVE	WHEN YOU ARE ELIGIBLE
HEALTH PLANS	 <b>Medical*</b>	Monument Health & Caregiver	3 plan options: PPO, High-Deductible Health Plan with Health Savings Account or EPO for income qualifying Caregivers.	Effective 1st day of month following 30 days of employment.
	 <b>Dental*</b>	Monument Health & Caregiver	Two Plan Options - Standard and Premier.	
	 <b>Vision*</b>	Caregiver	Two Plan Options - Standard and Premier.	
INCOME PROTECTION	<b>Basic Life Insurance/AD&amp;D</b>	Monument Health	1 times basic annual earnings up to \$50,000.	Effective 1st day of month following 30 days of employment.
	<b>Supplemental Life Insurance*</b>	Caregiver	Up to 5 times your base annual earnings in increments of \$10,000 to \$250,000 or \$500,000 with evidence of insurability. Spouse coverage is also available.	
	<b>Supplemental AD&amp;D Insurance*</b>	Caregiver	\$10,000 to \$500,000 coverage for Accidental Death and Dismemberment.	
	<b>Critical Illness*</b>	Caregiver	Lump sum benefit paid following the diagnosis of one of several specified diseases or conditions.	
	<b>Accident Insurance*</b>	Caregiver	Helps to cover the unexpected costs related to accident expenses.	
	<b>Short Term Disability*</b>	Caregiver	Replaces 60% of weekly pre-disability earnings from \$100-\$1,650. 14-day elimination period; maximum duration of 13 weeks.	
	<b>Long Term Disability*</b>	Caregiver	Picks up where Short Term Disability ends. Pays equal to 60% of monthly earnings up to \$7,500 per month.	
RETIREMENT	<b>403(b) Tax Sheltered Annuity</b>	Monument Health & Caregiver	Allows you the ability to direct pre-tax deferrals to investment options of your choice offered through the Monument Health 403(b) Plan. Monument Health offers a discretionary match. Subject to IRS limits.	Immediately
ADDITIONAL BENEFITS	<b>Flexible Spending Accounts*</b>	Caregiver	Allows payroll deduction from pre-tax dollars to reimburse for dependent care expenses (Dependent Care FSA) or qualified medical, dental & vision expenses or Limited Purpose for caregivers enrolled in HDHP.	Effective 1st day of month following 30 days of employment.
	<b>Health Savings Account*</b>	Caregiver & Monument Health (if meeting eligibility)	Allows payroll deduction from pre-tax dollars to reimburse for qualified medical, dental and vision expenses or invest for future use. Must be enrolled in the High Deductible Health Plan.	
	<b>Identity Theft Protection</b>	Caregiver	Monitors your personal identity and online privacy from all angles, and if your identity is stolen, provides service to restore your identity to pre-theft status.	
	<b>Employee Assistance Program</b>	Monument Health	Free and confidential program for caregivers and family members. Two parts: Well-being and work/family/life to include individual counseling sessions and 1:1 life coaching sessions.	
	<b>Paid Time Off (PTO) Accrual Bank</b>	Monument Health	Maximum annual accrual of 176 hours (based on 80 hours per pay period) accrued at a an hourly rate of .0846 hours for 1-4 years of service. Accrual increases after 5 and 10 years of service.	
	<b>Extended Illness Bank (EIB)</b>	Monument Health	Maximum accrual of 980 hours (122.5 days) accrued at rate of six (6) days per year providing full salary in event of long-term illness/disability.	
	<b>Caregiver Discounts</b>	Caregiver	A variety of discounts are available. Visit the discounts page on the intranet Caregiver Hub for a full list.	

\*Enrollment in benefits must be completed within 30 days of hire date.

# SELF-CARE THROUGH



## Self-care is critical for caregivers.

We chose this occupation because we want to care for patients and families during their greatest times of need. But consistently delivering high-quality care with empathy can wear down our mental, emotional and physical states unless we take care of ourselves.

LiveWell, Monument Health's voluntary well-being initiative, is a comprehensive well-being approach that offers support, resources and rewards for those who take steps to care for themselves. LiveWell addresses each aspect of well-being, offering something for everyone no matter where one stands on the journey to optimal wellness.

## GET STARTED!

At work when logged into your computer, simply go to the Monument Health home page and click on the LiveWell tile to take your Health Assessment, track goals or challenges, take courses and much more. The portal is also available via desktop or mobile device by going to [livewellbymonumenthealth.org](http://livewellbymonumenthealth.org).

### First-time users login with the following credentials:

**Username:** First initial and last name

**Password:** Your five-digit badge ID number

You will be asked to change your username and password after logging in.

LiveWell is also available for Apple and Android devices with the Asset Health App through your app store. You can obtain instructions and an authorization token from your LiveWell portal.

*Please note: It can take up to two weeks to gain access to the LiveWell portal.*

**For more information, call 605-755-8040 or email [livewell@monument.health](mailto:livewell@monument.health)**

## LiveWell offers:

- Financial incentive for caregivers who practice self-care
- **FREE** onsite gym membership at each Monument Health hospital (excludes Sports Performance Institute)
- **Health Assessments**  
Receive a personalized summary of your current health status which can identify potential health risks and guide you toward appropriate lifestyle changes.
- **Biometric Screenings**  
We'll measure your height, weight, body mass index, blood pressure, blood cholesterol and blood glucose numbers so you know where to focus your wellness efforts.

## Portal Resources:

- Participate in quarterly challenges and the yearlong Three Million Steps Challenge.
- Track your health and wellness goals.
- Sign up for organized events using the Event Calendar.
- Take health courses.
- Explore condition-specific information.
- Explore the extensive Resources page.
- Read the Asset Health TALK newsletter for healthy living tips.

## Employee Assistance Program:

Our EAP offers confidential counseling resources in times of change, loss, legal issues, family crisis, help with elder or child care, relationship and emotional issues, financial difficulties, substance abuse, etc.

## New Hires:

Take the HA and earn one point on the LiveWell portal within 60 days of your start date to qualify for a Well-Being Contribution Credit when your Monument Health medical benefits become effective.

# EMPLOYEE HEALTH & LIVEWELL PROGRAM

Most offerings are provided at no charge and are designed to address all aspects of your total well-being, including:



\*Availability varies by location and/or benefits.





**MONUMENT**  
HEALTH

[www.monument.health/nursing](http://www.monument.health/nursing)