



Provincial Review Process Form

Complete for all submissions:

Current Provincial Job Description Title and Number Date: June 25, 2021
Job #184 Cardiopulmonary Function Technologist

Region/Employer Facility

Department Mailing Address

Instructions:

Does the *Provincial Job Fact Sheet* represent your job?

Yes
 Complete this page only

No
 Complete documentation as required

Documentation Required:

1. *Provincial Review Process Form*
2. Amended current *Provincial Job Fact Sheet* (cross out what no longer applies and add in additional information)

Timelines:

Employee(s) date of completion: **August 3, 2021**
 (and submitted to OOS Supervisor)

OOS Supervisor date of completion: **September 14, 2021**
 (and submitted to Employer HR)

Employer Human Resources:
 (and submitted to JJEMC) **September 28, 2021**

Employee and/or Group Contact Information:

For Group Submissions, Signature Page (Page 2) must be completed by all members of the group

| | |
|----------------|------------|
| Employee Name | Signature |
| E-mail Address | Work Phone |
| | Home Phone |

OOS Supervisor Contact Information:

| | |
|--------------------------|------------|
| OOS Supervisor Name | Signature |
| OOS Supervisor Job Title | Work Phone |
| E-mail Address | Home Phone |

Human Resources (HR) Contact Information:

| | |
|-----------------|------------|
| HR Contact Name | Signature |
| HR Job Title | Work Phone |
| E-mail Address | |

