



# Provincial Review Process Form

**Complete for all submissions:**

Current Provincial Job Description Title and Number Date: August 24, 2021  
**Job #344 Mentoring Program Coordinator**

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: **October 5, 2021**  
 (and submitted to OOS Supervisor)

**OOS Supervisor** date of completion: **November 16, 2021**  
 (and submitted to Employer HR)

**Employer Human Resources:**  
 (and submitted to JJEMC) **November 30, 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	

## Addresses and Fax Numbers for Human Resource Departments of the former Health Regions:

Former Cypress Health Region  
429 - 4th Avenue N.E.  
Swift Current, SK S9H 2J9  
Fax: 778-5157

Former Five Hills Health Region  
55 Diefenbaker Dr.  
Moose Jaw, SK S6J 1M5  
Fax: 694-0388

Former Heartland Health Region  
P.O. Box 2110  
Site #10, Highway 4 South  
Rosetown, SK S0L 2V0  
Fax: 882-1389

Former Keewatin Yatthé Health Region  
Box 40  
Buffalo Narrows, SK S0M 0J0  
Fax: 235-2229

Former Kelsey Trail Health Region  
Box 389  
400 – 6<sup>th</sup> Street East  
Nipawin, SK S0E 1E0  
Fax: 862-2400

Former Mamawetan Churchill River Health Region  
Box 6000, 227 Backlund Street  
La Ronge, SK S0J 1L0  
Fax: 425-5432

Former Prairie North Health Region  
3820 – 43<sup>rd</sup> Avenue  
Lloydminster, SK S9V 1Y5  
Fax: 825-9880

Former Prince Albert Parkland Health Region  
1521 – 6<sup>th</sup> Avenue  
Prince Albert, SK S6V 5K1  
Fax: 765-6431

Former Regina Qu'Appelle Health Region  
2180 23rd Avenue  
Regina, SK S4S 0A5  
Fax: 766-5147

Former Saskatoon Health Region  
c/o Human Resources  
715 Queen Street  
Saskatoon, SK S7K 4X4  
Fax: 655-6220

Former Sun Country Health Region  
Box 2003, Souris Valley Road  
Weyburn, SK S4H 2Z9  
Fax: 842-8740

Former Sunrise Health Region  
270 Bradbrooke Drive  
Yorkton, SK S3N 2K6  
Fax: 786-0741

SAHO email - [Contact@SAHO.ca](mailto:Contact@SAHO.ca)

**If you work for an AFFILIATE or EXTENDICARE, please send to your Human Resources contact/Administrator.**

**SIGNATURE PAGE  
FOR GROUP SUBMISSION**

**All members participating in this group submission  
must complete this page**

**Please Print Clearly**

<b>Print Name</b>	<b>Signature</b>

Attach more pages if necessary