



Ambulatory Surgery Center - No Clinical or surgical related tasks Front of Imaging Center

Supervisor: ellen.boyd@stonybrookmedicine.edu

Telephone: 631-444-8849

This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

- | | | | |
|-----------|--------------------------------------|-------------------------------------|---------------|
| Monday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10 am to 1 pm |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10 am to 1 pm |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10 am to 1 pm |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8 am to 12 pm |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9 am to 3 pm |
| Saturday | <input type="radio"/> Yes | <input checked="" type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input checked="" type="radio"/> No | |

Duties

- Assist with making charts, labels, sending welcome packets, & discharge packets to patients
- Answer multiple phones
- Filing, copying schedules, forms and letters. Prepare and send large mailings
- Asst. Hospital Attendant with cleaning stretchers and bed areas
- Prepare Patient snacks in recovery area
- Stock nourishments in recovery area/staff lounge/reception area

Necessary Skills

- Detail Oriented
- Bilingual a plus
- No clinical or surgical related tasks - no operating room access
- Good communication skills

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.



Cancer Center- Clinical Trials Office MART (Cancer Center Bldg)

Supervisor: Ryan Washington

Telephone: ryan.washington@stonybrookmedicine.edu/631-216-2670

This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

- | | | | |
|-----------|--------------------------------------|--------------------------|---------|
| Monday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9am-4pm |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9am-4pm |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9am-4pm |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9am-4pm |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9am-4pm |
| Saturday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input type="radio"/> No | |

Duties

- Scanning records from older clinical trials into a digital format

Necessary Skills

- Must be able to pick up at least 5 lbs
- Computer knowledge to scan and save documents
- Excel knowledge to add information to an existing document
- Able to be left alone to complete tasks without supervision after being trained

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Child Life

Pediatrics Pavillion 6th floor

Supervisor: Michael Attard / Joan Alpers

Telephone: michael.attard@stonybrookmedicine.edu/

This assignment requires an interview with the supervisor prior to placement.

This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

Monday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	10:00 am - 5:00 pm
Tuesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	10:00 am - 5:00 pm
Wednesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	10:00 am - 5:00 pm
Thursday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	10:00 am - 5:00 pm
Friday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	10:00 am - 5:00 pm
Saturday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	10:00 am - 5:00 pm
Sunday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	10:00 am - 5:00 pm

Duties

- Play with children in pediatric playroom or at bedside.
- Assist with keeping areas clean and neat, including proper infection control procedures for all toys cleaned after play.
- Clean-up using infection control procedures and restocking of toys after play.
- Knowledge of appropriate PPE.

Necessary Skills

- Ability to play comfortably with children.
- Ability to maintain a safe environment for children to relax and play.

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.



CLINICAL EDUCATION 14 TECHNOLOGY DRIVE SUITE 1

Supervisor: Gabriela Rengifo

Telephone: Gabriela.Rengifo@stonybrookmedicine.edu

This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

Monday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	8:30am-5pm
Tuesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	8:30am-5pm
Wednesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	8:30am-5pm
Thursday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	8:30am-5pm
Friday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	8:30am-5pm
Saturday	<input type="radio"/> Yes	<input type="radio"/> No	
Sunday	<input type="radio"/> Yes	<input type="radio"/> No	

Duties

- Filing
- photocopying
- making class folders
- data entry

Necessary Skills

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.



Endoscopy/GI Dept

14N (Hospital) & ACP Bldg - (Next to Hospital)

Supervisor: Annmarie Johnson

Telephone: Annmarie.johnson@stonybrookmedicine.edu

This assignment requires an interview with the supervisor prior to placement.

This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

Monday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	8 am to 5 pm
Tuesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	8 am to 5 pm
Wednesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	8 am to 5 pm
Thursday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	8 am to 5 pm
Friday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	8 am to 5 pm
Saturday	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Sunday	<input type="radio"/> Yes	<input checked="" type="radio"/> No	

Duties

- Confirming appointments/procedures
- Office duties - filing
- Data Entry
- Transport Patients

Necessary Skills

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.



Feeding Assistant- Clinical Nutrition

Hospital-Office location HSC Lvl 3 Suite 086

Supervisor: Lisa Richter- 631-444-8233

Telephone: lisa.richter@stonybrookmedicine.edu

This assignment requires an interview with the supervisor prior to placement.

This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

- | | | | |
|------------------|--------------------------------------|--------------------------|----------|
| Monday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 11am-2pm |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 11am-2pm |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 11am-2pm |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 11am-2pm |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 11am-2pm |
| Saturday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input type="radio"/> No | |

Duties

- Assist with feeding patients as appropriate, i.e. provide small bites of food and sips of beverage
- Identifies patient and meal tray according to establish protocol - Name & DOB
- Engage patient in conversation as appropriate
- Set up tray appropriately; open containers
- Contacts patient's nurse/CNA if patient not appropriate for volunteer feeder; ex. if patient demonstrates signs of difficulty or if patient refuses assistance
- Facilitate ordering next meal if appropriate
- Verbally reports off to RN, CNA, and/or RD on each patient fed
- Document information regarding encounter on Qualtrics survey

Necessary Skills

- **Proof of Hep C vaccination is required**
- Good communication skills
- Willing to engage with patients
- Must be able to follow detailed directions

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.



Food & Nutrition Patient Services Level 1 Hospital Kitchen

Supervisor: Kathleen Carrozza

Telephone: kathleen.logsdoncarrozza@stonybrookmedicine.edu/631-513-9356

This assignment requires an interview with the supervisor prior to placement.

This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

- | | | | |
|-----------|--------------------------------------|--------------------------|-----------------------|
| Monday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 12pm-6:30pm, Flexible |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 12pm-6:30pm, Flexible |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 12pm-6:30pm, Flexible |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 12pm-6:30pm, Flexible |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 12pm-6:30pm, Flexible |
| Saturday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input type="radio"/> No | |

Duties

- Navigate hospital to meet with patients who use the dining services
- Conduct patient satisfaction surveys and input answers electronically on an iPad
- Surveys consist of a series of yes/no and number scale rated questions
- Review the surveys with supervisor highlighting any concerns
- Face to face interactions with patients is required

Necessary Skills

- Communication skills due to speaking with patients

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.



Food and Retail Services

Hospital Kitchen - Level 1

Supervisor: Kathleen Carrozza

Telephone: kathleen.logsdoncarrozza@stonybrookmedicine.edu

This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

- | | | | |
|-----------|--------------------------------------|--------------------------|--------------|
| Monday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8 am to 8 pm |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8 am to 8 pm |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8 am to 8 pm |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8 am to 8 pm |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8 am to 8 pm |
| Saturday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input type="radio"/> No | |

Duties

- Roll silverware in napkins to use on patient trays
- Surveying patients about their meals including handing out questionnaires

Necessary Skills

- Must be able to work in a loud, commercial kitchen which can be intimidating at times
- Must have two doses of the Hepatitis A vaccine - If you do not currently have the Hepatitis A vaccine series, you can get it from either your primary care provider or Employee Health.

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.



Food Farmacy Cancer Center, Level 6

Supervisor: Marlo Dombroff & Cara Cohen (see below)

Telephone: see below

This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

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|------------------|--------------------------------------|-------------------------------------|------------|
| Monday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8am to 5pm |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8am to 5pm |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8am to 5pm |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8am to 5pm |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8am to 5pm |
| Saturday | <input type="radio"/> Yes | <input checked="" type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input checked="" type="radio"/> No | |

Duties

- Record new donations & food items, create patient accounts in Pantrysoft software.
- Regularly track inventory of food pantry by organizing, sorting, and stocking items.
- Rotate goods using “first in, first out” procedures, regularly check expiration dates
- Clean, organize, sort and stock items and check out items using barcodes
- Assist patients in selecting food items and provide additional community resource info
- Help organize hospital and community food drives; Other duties as assigned.
- **Contact: Marlo Dombroff- marlo.dombroff@stonybrookmedicine.edu**
- **Available Wednesday & Thursday Only : pack and deliver food to inpatient rooms and interview patients to collect and document medical history, diet, food preferences**
- **For the additional duties involving inpatient interaction on Wed & Thursday ONLY contact: foodfarmacy@stonybrookmedicine.edu**

Necessary Skills

- Ability to lift 20lbs., Uphold client confidentiality; Treat patients with respect & dignity.
- Willingness to learn new computer software, such as Powerchart, Qualtrics and PantrySoft software.
- Excellent organizational, teamwork, and communication skills required.

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.



Hand Therapy - Off site

14 Technology Dr - Suite 5, Tech Park, E. Setauket

Supervisor: Anita Dantzig or Kathleen McFeely

Telephone: anita.dantzig@stonybrookmedicine.edu

This assignment requires an interview with the supervisor prior to placement.

This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

Monday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	8am-6pm
Tuesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	8am-4pm
Wednesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	8am-6pm
Thursday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	8am-6pm
Friday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	8am-6pm
Saturday	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Sunday	<input type="radio"/> Yes	<input checked="" type="radio"/> No	

Duties

- Extensive observation of patients who have had various upper extremity injuries or surgeries and their treatments.
- Organizing and cleaning equipment
- Assisting the therapist setting up equipment for patient treatment.
- Cleaning whirlpools
- Clerical - filing, typing, coping, etc.
- This assignment is not in the hospital
- You can also email: Kathleen.McFeely@stonybrookmedicine.edu

Necessary Skills

- Good Communication
- Ability to work with a team
- Professional behavior
- Confidentiality

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.



HELP Program - Hospital Elder Life Medicine Floors

Supervisor: Rose Cardin

Telephone: rose.cardin@stonybrookmedicine.edu

This assignment requires an interview with the supervisor prior to placement.

This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

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|-----------|--------------------------------------|--------------------------|--------------|
| Monday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9 am to 6 pm |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9 am to 6 pm |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9 am to 6 pm |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9 am to 6 pm |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9 am to 6 pm |
| Saturday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input type="radio"/> No | |

Duties

- Hospital Elder Life Program (HELP) for vulnerable patients age 65 years and older
- Complete *My Story* card to learn about patient social history & preferred therapeutic activities
- Ensure patient is safe by keeping room tidy and comfortable; report any hazards
- Assist with use of TV control as needed
- Provide comfort activities to patients to keep them mentally stimulated during their hospitalization
- Assist patients with reading from the food menu/Assist with ordering food for them
- Offer relaxation and guide meditation to reduce patient anxiety
- Ensure patient has personal belongings bag
- Report any changes in patients condition to nursing staff

Necessary Skills

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.



Neuropsychology, Diabetes Ed & Genetic Counseling 4 Smithhaven Mall, Suite 107, Lake Grove

Supervisor: Ekaterini Panagiotakopoulou

Telephone: ekaterini.panagiotakopoulou@stonybrookmedicine.edu

This assignment requires an interview with the supervisor prior to placement.

This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

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|-----------|--------------------------------------|--------------------------|------------|
| Monday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9am-4:30pm |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9am-4:30pm |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9am-4:30pm |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9am-4:30pm |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9am-4:30pm |
| Saturday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input type="radio"/> No | |

Duties

- Copying, scanning, and filing
- Greet patients
- Assemble patient charts

Necessary Skills

- Have a vehicle to drive to our office, as we do not have our office inside the hospital

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.



Nursing Professional Development & Education 14 Technology Dr, Suite 1

Supervisor: Kristina Laurita

Telephone: kristina@laurita@stonybrookmedicine.edu, 631-444-5293

This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

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|------------------|--------------------------------------|--------------------------|----------|
| Monday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | Flexible |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | Flexible |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | Flexible |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | Flexible |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | Flexible |
| Saturday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input type="radio"/> No | |

Duties

- Collate and prepare folders for education classes
- Data entry if possible
- Scan files

Necessary Skills

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.



OBGYN - GYN ONC HSC Level 9 Room 065

Supervisor: Venus Hercules

Telephone: venus.hercules@stonybrookmedicine.edu

This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

Monday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	9 am to 4 pm
Tuesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	9 am to 4 pm
Wednesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	9 am to 4 pm
Thursday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	9 am to 4 pm
Friday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	9 am to 4 pm
Saturday	<input type="radio"/> Yes	<input type="radio"/> No	
Sunday	<input type="radio"/> Yes	<input type="radio"/> No	

Duties

- Organizing medical records
- Scanning medical records
- Clerical work

Necessary Skills

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.



Occupational Therapy UH Level 14 - Room 100

Supervisor: Clarissa Buencamino

Telephone: Clarissa.buencamino@stonybrookmedicine.edu

This assignment requires an interview with the supervisor prior to placement.

This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

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|-----------|--------------------------------------|-------------------------------------|--------------------------|
| Monday | <input type="radio"/> Yes | <input checked="" type="radio"/> No | |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9:00 am to 12 pm |
| Wednesday | <input type="radio"/> Yes | <input checked="" type="radio"/> No | |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9 am to 12 or 12 to 3 pm |
| Friday | <input type="radio"/> Yes | <input checked="" type="radio"/> No | |
| Saturday | <input type="radio"/> Yes | <input checked="" type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input checked="" type="radio"/> No | |

Duties

- Observation of Occupational Therapy staff during patient treatment sessions
- Assist with managing equipment/department supplies
- Assist with maintaining and cleaning/organizing of work environment
- Clerical duties
- Answering phones
- Re-stocking supplies
- *3 hour sessions AM or PM - Flexible hours
- You can also contact Michele Dookram at michele.dookram@stonybrookmedicine.edu

Necessary Skills

- For students who have the intention to apply to Occupation Therapy program.

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.



Office of Continuing Medical Education HSC - Level 2 - Room 142

Supervisor: Myra Intoci

Telephone: myra.intoci@stonybrookmedicine.edu

This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

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|------------------|--------------------------------------|--------------------------|----------|
| Monday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | Flexible |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | Flexible |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | Flexible |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | Flexible |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | Flexible |
| Saturday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input type="radio"/> No | |

Duties

- Filing and Faxing
- Answering phones
- Making copies, scanning, & data entry

Necessary Skills

- Word
- Excel
- Data Entry

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.



Operating Room Level 4 Hospital

Supervisor: Chris DiRusso/ Darryl Meade

Telephone: christopher.dirusso@stonybrookmedicine.edu

This assignment requires an interview with the supervisor prior to placement.

This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

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|-----------|--------------------------------------|--------------------------|---------|
| Monday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8am-5pm |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8am-5pm |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8am-5pm |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8am-5pm |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8am-5pm |
| Saturday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input type="radio"/> No | |

Duties

- Stocking Blanket Warmers
- Sterility - Wiping of Flat Surfaces Throughout the OR
- Supplies - Refilling gloves, masks, and PPE for OR staff
- Filing, Data capture and entry
- Transporting equipment and specimens to appropriate destinations

Necessary Skills

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.



Palliative Care

Hospital wide

Supervisor: Rohan Shah

Telephone: Rohan.Shah@stonybrookmedicine.edu

This assignment requires an interview with the supervisor prior to placement.

This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

Monday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	10am -5pm
Tuesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	10am -5pm
Wednesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	10am -5pm
Thursday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	10am -5pm
Friday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	10am -5pm
Saturday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	10am -5pm
Sunday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	10am -5pm

Duties

- Ability to interact and communicate with patients at end of life or seriously ill.
- Offer compassionate support and companionship during the patient's vulnerable trajectory in the hospital and sometimes during their dying stages.

Necessary Skills

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.



Palliative Care

HSC Level 15 Room 053

Supervisor: Rohan Shah

Telephone: Rohan.shah@stonybrookmedicine.edu

This assignment requires an interview with the supervisor prior to placement.

This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

- | | | | |
|-----------|--------------------------------------|--------------------------|-----------------|
| Monday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9 am to 4:30 pm |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9 am to 4:30 pm |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9 am to 4:30 pm |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9 am to 4:30 pm |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9 am to 4:30 pm |
| Saturday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9 am to 4:30 pm |
| Sunday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9 am to 4:30 pm |

Duties

- Assist with preparation of palliative care family satisfaction surveys
- Prepare envelopes with paper survey, attach labels
- Organize returned surveys
- Enter survey responses in a database

Necessary Skills

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.



Patient Access

Patient Access Finance/Follow up

Supervisor: Doris Fehrenbach

Telephone: doris.fehrenbach@stonybrookmedicine.edu

This assignment requires an interview with the supervisor prior to placement.

This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

- | | | | |
|-----------|--------------------------------------|-------------------------------------|---------------|
| Monday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10 am to 5 pm |
| Tuesday | <input type="radio"/> Yes | <input checked="" type="radio"/> No | |
| Wednesday | <input type="radio"/> Yes | <input checked="" type="radio"/> No | |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10 am to 5 pm |
| Friday | <input type="radio"/> Yes | <input checked="" type="radio"/> No | |
| Saturday | <input type="radio"/> Yes | <input checked="" type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input checked="" type="radio"/> No | |

Duties

- Call isolation patients (or their representative) and using provided scripting, obtain verbal
- IM consent using an IPAD. After obtaining verbal consent, creates mailing label & mails
- the consent signature document and associated patient publication.
- Prepares patient mailing packets with Consent Booklets
- Mailing of patient communications (patient valuable packet, belonging reminder letters)
- Updates Patient Valuable excel spreadsheet

Necessary Skills

- Good communication skills, professional phone skills
- Computer skills
- Organized
- Attention to Detail

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.



Patient Education Various Hospital Units

Supervisor: Rose Cardin, MSN, RN

Telephone: rose.cardin@stonybrookmedicine.edu

This assignment requires an interview with the supervisor prior to placement.

This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

- | | | | |
|-----------|--------------------------------------|-------------------------------------|-------------------|
| Monday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8:00 am - 8:00 pm |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8:00 am - 8:00 pm |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8:00 am - 8:00 pm |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8:00 am - 8:00 pm |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8:00 am - 8:00 pm |
| Saturday | <input type="radio"/> Yes | <input checked="" type="radio"/> No | flexible |
| Sunday | <input type="radio"/> Yes | <input checked="" type="radio"/> No | flexible |

Duties

- Visit patients on various nursing units and provide education on the Patient Portal
- Assist patients with registering for the Stony Brook Medicine Patient Portal

Necessary Skills

- Good communication skills, ability to work independently once trained, reliable, dependable, ability to input data into spreadsheet and Cerner
- Good understanding of older adults, Spanish speaking preferred
- Good working knowledge of internet email services ex. Yahoo! Gmail, Outlook, AOL

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.



Physical Therapy - Inpatient Hospital - Level 14S - Room 101

Supervisor: Allison Ahlers

Telephone: 631-942-2883 Allison.ahlers@stonybrookmedicine.edu

This assignment requires an interview with the supervisor prior to placement.

This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

- | | | | |
|-----------|--------------------------------------|--------------------------|--------------|
| Monday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9 am to 7 pm |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9 am to 7 pm |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9 am to 7 pm |
| Friday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Saturday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input type="radio"/> No | |

Duties

- 4 Hour Sessions per week; AM or PM for 4 months Jan - Apr, May-Aug, Sept - Dec
- Call if interested 2 months prior to start date.
- Observation of PT staff during beside evaluations & treatments of patients
- Assistance with managing equipment, linens, and related supplies
- Assistance with maintaining a safe & clean working environment
- Restocking supplies, answering phones, and clerical duties as needed

Necessary Skills

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.



Radiation Oncology HSC Level 3 - Room 049

Supervisor: Stacey Hondropulos

Telephone: stacey.hondropulos@stonybrookmedicine.edu

This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

- | | | | |
|-----------|--------------------------------------|--------------------------|---------------|
| Monday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10 am to 3 pm |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10 am to 3 pm |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10 am to 3 pm |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10 am to 3 pm |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10 am to 3 pm |
| Saturday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input type="radio"/> No | |

Duties

- File Fax and Scan
- Sort Mail
- Answer phones occasionally and transfer calls
- *10 hours per week/split between any days

Necessary Skills

- Have strong organizational skills and be able to work independently
- Knowledge of Microsoft Word, Excel and Publisher skills would be an asset

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.



Regional Perinatal Center Level 9 HSC Room 070

Supervisor: Keisha Butler

Telephone: keisha.butler@stonybrookmedicine.edu

This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

Monday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Various
Tuesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Various
Wednesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Various
Thursday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Various
Friday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Various
Saturday	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Sunday	<input type="radio"/> Yes	<input checked="" type="radio"/> No	

Duties

- Assemble birthing packets for Birthing Office
- Distribute packets to patients
- Light clerical duties

Necessary Skills

- basic clerical skills

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.



Sleep Disorders Center

240 Middle Country Road, Smithtown, NY 11787

Supervisor: 631-444-2573

Telephone: barbara.ludwig-cull@stonybrookmedicine.edu

This assignment requires an interview with the supervisor prior to placement.

This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

- | | | | |
|-----------|--------------------------------------|-------------------------------------|---------------|
| Monday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8 am to 12 pm |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8 am to 4 pm |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8 am to 4 pm |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8 am to 12 pm |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8 am to 12 pm |
| Saturday | <input type="radio"/> Yes | <input checked="" type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input checked="" type="radio"/> No | |

Duties

- Stuff new patient intake packets
- Make copies/collate forms
- Confirm patient's sleep study appointments by phone and explain procedures
- Answer phones and take messages
- Address envelopes/assist with mailing packets

Necessary Skills

- Filing, some computer skills

Detail oriented

Excellent communication skills

- Detail oriented, organizational skills

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.



Sleep Disorders Center Evening (2 Locations) Smithtown or Hauppauge

Supervisor: Barbara Ludwig-Cull

Telephone: 631-444-2579

This assignment requires an interview with the supervisor prior to placement.

This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

- | | | | |
|-----------|--------------------------------------|--------------------------|--------------------|
| Monday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 6:30 pm to 9:30 pm |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 6:30 pm to 9:30 pm |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 6:30 pm to 9:30 pm |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 6:30 pm to 9:30 pm |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 6:30 pm to 9:30 pm |
| Saturday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Sunday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 6:30 pm to 9:30 pm |

Duties

- Greet patients at the door, check name & DOB of arriving patients against schedule
- Show patients to assigned rooms, explain procedures & orient them to the unit
- Assist the technical staff during the set-up of patient sensors
- Explain paperwork & evening questionnaires to patients
- Check inventory of supplies and rotating stock on shelves
- Setting up flags for fall risks

Necessary Skills

- NOTE: There are two locations
- Hauppauge location: 200 Motor Parkway - Building C-16
- Smithtown location: 240 Middle Country Rd
- You must indicate which location you would like

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.



Speech and Hearing 33 Research Way, East Setauket

Supervisor: Alyssa Macomber

Telephone: alyssa.macomber@stonybrookmedicine.edu

This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

- | | | | |
|-----------|--------------------------------------|--------------------------|--------------|
| Monday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Tuesday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 2 pm to 5 pm |
| Thursday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 1 pm to 4 pm |
| Saturday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input type="radio"/> No | |

Duties

- Send Faxes
- Check patient scripts to make sure they are in office for the next day
- Make copies, scan
- General office organization
- Administrative set-up potentially confirmation calls

Necessary Skills

- Organization

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.



Stony Brook Heights Rooftop Farm HSC Level 3 Room 068

Supervisor: Annemarie Ng, MS, RD

Telephone: Annemarie.Ng@stonybrookmedicine.edu

This assignment requires an interview with the supervisor prior to placement.

This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

- | | | | |
|-----------|--------------------------------------|--------------------------|---------|
| Monday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9AM-3PM |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9AM-3PM |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9AM-3PM |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9AM-3PM |
| Friday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Saturday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input type="radio"/> No | |

Duties

- Planting, Harvesting, Weeding, Fertilizing & Watering of Vegetables on the Rooftop Farm.
- Working with Faculty to Develop Social Media Material
- This is mostly a Seasonal Position with the Majority of Hours Taking Place From May to October
- Application of Organic Insecticides to Plants
- Assist in Kids "Farm-to-Table" Cooking Workshop Scheduled for 6 Days in the Summer
- Set Up Cooking Stations, Assist in Recipe Preparation
- Other Duties as Assigned

Necessary Skills

- Farming Skills or Willingness to Learn
- Volunteers are able to Commit a Minimum of 3 Hours on Mondays and/or Wednesdays

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.



TRAUMA/OUTREACH HOSPITAL 8N--085

Supervisor: Kristi Ladowski or Jacqueline Coffey

Telephone: Kristi.Ladowski@stonybrookmedicine.edu

This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

- | | | | |
|-----------|--------------------------------------|-------------------------------------|---------------|
| Monday | <input type="radio"/> Yes | <input checked="" type="radio"/> No | |
| Tuesday | <input type="radio"/> Yes | <input checked="" type="radio"/> No | |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10 am to 4 pm |
| Thursday | <input type="radio"/> Yes | <input checked="" type="radio"/> No | |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10 am to 4 pm |
| Saturday | <input type="radio"/> Yes | <input checked="" type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input checked="" type="radio"/> No | |

Duties

- Help organize resources for and promote the Trauma Center Injury Prevention Program
- Distributing/updating flyers & other marketing materials
- Identifying other community-based programming that aligns with SMB's injury prevention efforts
- Updating program reports & attendance
- Making phone calls to community members for program information & support
- Organizing program supplies

Necessary Skills

- Must be detail oriented and task driven
- Experience with Microsoft Word and Excel
- Customer service skills preferred

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.



Urology

24 Research Way, Suite 500, Setauket

Supervisor: Annie Klasserf NP

Telephone: anne.klassert@stonybrookmedicine.edu

This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

- | | | | |
|-----------|--------------------------------------|-------------------------------------|-------------------------------|
| Monday | <input type="radio"/> Yes | <input checked="" type="radio"/> No | |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9 am to 12 pm or 1:00 to 4 pm |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9 am to 12 pm or 1:00 to 4 pm |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9 am to 12 pm or 1:00 to 4 pm |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9 am to 12 pm or 1:00 to 4 pm |
| Saturday | <input type="radio"/> Yes | <input checked="" type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input checked="" type="radio"/> No | |

Duties

- Escort Patients from waiting room to the exam room
- Assist in obtaining test results from the laboratories
- Copy and collate pre-op packets & patient education materials

Necessary Skills

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.