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

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.

<table>
<thead>
<tr>
<th>Day</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9am-4pm

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

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.
Child Life
Pediatrics Pavilion 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.

<table>
<thead>
<tr>
<th>Day</th>
<th>Yes</th>
<th>No</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Yes</td>
<td>No</td>
<td>10:00 am - 5:00 pm</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Yes</td>
<td>No</td>
<td>10:00 am - 5:00 pm</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Yes</td>
<td>No</td>
<td>10:00 am - 5:00 pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>Yes</td>
<td>No</td>
<td>10:00 am - 5:00 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>Yes</td>
<td>No</td>
<td>10:00 am - 5:00 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>Yes</td>
<td>No</td>
<td>10:00 am - 5:00 pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>Yes</td>
<td>No</td>
<td>10:00 am - 5:00 pm</td>
</tr>
</tbody>
</table>

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

Volunteers are needed on these days and at these hours.

- **Monday**: Yes ☐ No ☐ 8:30am-5pm
- **Tuesday**: Yes ☐ No ☐ 8:30am-5pm
- **Wednesday**: Yes ☐ No ☐ 8:30am-5pm
- **Thursday**: Yes ☐ No ☐ 8:30am-5pm
- **Friday**: Yes ☐ No ☐ 8:30am-5pm
- **Saturday**: Yes ☐ No ☐
- **Sunday**: Yes ☐ 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.
Dermatology
1320 Stony Brook Road Bldg F, Suite 200

**Supervisor:** Terri Toronto  
**Telephone:** terri.toronto@stonybrookmedicine.edu/631-444-4268

**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.

<table>
<thead>
<tr>
<th>Day</th>
<th>Yes</th>
<th>No</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>☐</td>
<td>☐</td>
<td>1pm-3pm</td>
</tr>
<tr>
<td>Tuesday</td>
<td>☐</td>
<td>☐</td>
<td>1pm-3pm</td>
</tr>
<tr>
<td>Wednesday</td>
<td>☐</td>
<td>☐</td>
<td>1pm-3pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

**Duties**

- Basic administrative tasks, including:
- Process referral letters from a weekly log to referring providers of new & existing patients of the practice
- Adding one year patient reminders to the scheduling maintenance system
- Process reminder letters (snail mail, email, portal) monthly from a list

**CURRENT ACTIVE VOLUNTEERS WHO ARE GOING TO BE STAYING ON CAMPUS FOR THE SUMMER ARE 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.
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**  ☐ Yes  ☐ No  8 am to 5 pm
- **Tuesday**  ☐ Yes  ☐ No  8 am to 5 pm
- **Wednesday**  ☐ Yes  ☐ No  8 am to 5 pm
- **Thursday**  ☐ Yes  ☐ No  8 am to 5 pm
- **Friday**  ☐ Yes  ☐ No  8 am to 5 pm
- **Saturday**  ☐ Yes  ☐ No  8 am to 5 pm
- **Sunday**  ☐ Yes  ☐ No  8 am to 5 pm

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
Office location HSC Lvl 3 Suite 086
YOU MUST BE FULLY CLEARED/ONBOARDED BY VOLUNTEER SERVICES BEFORE CALLING THIS DEPT

Supervisor: Erica Derby- 631-444-3540
Telephone: karina.martinez@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.

<table>
<thead>
<tr>
<th>Day</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Tuesday</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Wednesday</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Thursday</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Friday</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Saturday</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Sunday</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

11am-2pm

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
• DO NOT CALL THIS DEPT UNLESS YOU ARE FULLY CLEARED BY VOLUNTEER SERVICES

Necessary Skills

• Proof of Hep A vaccination is required
• Willing to engage with patients
• Must be able to follow detailed directions
• MUST BE FULLY CLEARED AND ONBOARDED BY VOLUNTEER SERVICES BEFORE CALLING THIS DEPARTMENT

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** ○ Yes ○ No 12pm-6:30pm, Flexible
- **Tuesday** ○ Yes ○ No 12pm-6:30pm, Flexible
- **Wednesday** ○ Yes ○ No 12pm-6:30pm, Flexible
- **Thursday** ○ Yes ○ No 12pm-6:30pm, Flexible
- **Friday** ○ Yes ○ No 12pm-6:30pm, Flexible
- **Saturday** ○ Yes ○ No
- **Sunday** ○ Yes ○ 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
**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.

<table>
<thead>
<tr>
<th>Day</th>
<th>Yes</th>
<th>No</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>☐</td>
<td>☐</td>
<td>8 am to 8 pm</td>
</tr>
<tr>
<td>Tuesday</td>
<td>☐</td>
<td>☐</td>
<td>8 am to 8 pm</td>
</tr>
<tr>
<td>Wednesday</td>
<td>☐</td>
<td>☐</td>
<td>8 am to 8 pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>☐</td>
<td>☐</td>
<td>8 am to 8 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>☐</td>
<td>☐</td>
<td>8 am to 8 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Sunday</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Day</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Tuesday</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Wednesday</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Thursday</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Friday</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Saturday</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Sunday</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

8am to 5pm

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
• Assist in the pickup of food orders from local food banks (this may include driving SBU Vans to pick up location)
• **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**: Yes ☑️ No ☐ 8am-6pm
- **Tuesday**: Yes ☑️ No ☐ 8am-4pm
- **Wednesday**: Yes ☑️ No ☐ 8am-6pm
- **Thursday**: Yes ☑️ No ☐ 8am-6pm
- **Friday**: Yes ☑️ No ☐ 8am-6pm
- **Saturday**: Yes ☑️ No ☐
- **Sunday**: Yes ☑️ 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.

<table>
<thead>
<tr>
<th>Day</th>
<th>No</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Tuesday</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Wednesday</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Thursday</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Friday</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Saturday</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Sunday</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

9 am to 6 pm

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.
Neurology - Stroke Support Group
UH

Supervisor: Marret Anderson
Telephone: Marret.anderson@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  ○ Yes  ○ No
- Tuesday  ○ Yes  ○ No
- Wednesday ○ Yes  ○ No
- Thursday ○ Yes  ○ No
- Friday   ○ Yes  ○ No
- Saturday ○ Yes  ○ No
- Sunday   ○ Yes  ○ No

Duties

• Must be a stroke survivor who has participated in the SB Stroke Support Group
• for at least 6 months and who has demonstrated the ability to be a good listener

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.

<table>
<thead>
<tr>
<th>Day</th>
<th>Yes</th>
<th>No</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>☐ Yes</td>
<td>☐ No</td>
<td>9am-4:30pm</td>
</tr>
<tr>
<td>Tuesday</td>
<td>☐ Yes</td>
<td>☐ No</td>
<td>9am-4:30pm</td>
</tr>
<tr>
<td>Wednesday</td>
<td>☐ Yes</td>
<td>☐ No</td>
<td>9am-4:30pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>☐ Yes</td>
<td>☐ No</td>
<td>9am-4:30pm</td>
</tr>
<tr>
<td>Friday</td>
<td>☐ Yes</td>
<td>☐ No</td>
<td>9am-4:30pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>☐ Yes</td>
<td>☐ No</td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td>☐ Yes</td>
<td>☐ No</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Day</th>
<th>Yes</th>
<th>No</th>
<th>Flexible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>⬜️</td>
<td>⭕️</td>
<td>Flexible</td>
</tr>
<tr>
<td>Tuesday</td>
<td>⬜️</td>
<td>⭕️</td>
<td>Flexible</td>
</tr>
<tr>
<td>Wednesday</td>
<td>⬜️</td>
<td>⭕️</td>
<td>Flexible</td>
</tr>
<tr>
<td>Thursday</td>
<td>⬜️</td>
<td>⭕️</td>
<td>Flexible</td>
</tr>
<tr>
<td>Friday</td>
<td>⬜️</td>
<td>⭕️</td>
<td>Flexible</td>
</tr>
<tr>
<td>Saturday</td>
<td>⬜️</td>
<td>⭕️</td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td>⬜️</td>
<td>⭕️</td>
<td></td>
</tr>
</tbody>
</table>

**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.
Nursing- Surgical Inpatient Services
9N Rm 85 (8W3/9W2, 9W1, 8N, 14S, 9N)

Supervisor: Jessica Monti
Telephone: jessica.monti@stonybrookmedicine.edu/631-444-9189

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

Volunteers are needed on these days and at these hours.

- **Monday**: Yes  No  10a-4p
- **Tuesday**: Yes  No  10a-4p
- **Wednesday**: Yes  No  10a-4p
- **Thursday**: Yes  No  10a-4p
- **Friday**: Yes  No  10a-4p
- **Saturday**: Yes  No
- **Sunday**: Yes  No

**Duties**
- Filing and scanning, assist with paperwork
- Assemble admission/discharge packets
- Clean equipment, stocking equipment and supplies
- Patient companion
- Pickup and deliver supplies, records, mail
- Patient comfort rounds and refilling comfort carts

**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.

<table>
<thead>
<tr>
<th>Day</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Hours</td>
<td>9:00 am to 12 pm</td>
<td>9:00 am to 12 or 12 to 3 pm</td>
<td>9 am to 12 or 12 to 3 pm</td>
<td>9 am to 12 or 12 to 3 pm</td>
<td>9 am to 12 or 12 to 3 pm</td>
<td>9 am to 12 or 12 to 3 pm</td>
<td>9 am to 12 or 12 to 3 pm</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Day</th>
<th>Yes</th>
<th>No</th>
<th>Flexible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>☐</td>
<td>☐</td>
<td>Flexible</td>
</tr>
<tr>
<td>Tuesday</td>
<td>☐</td>
<td>☐</td>
<td>Flexible</td>
</tr>
<tr>
<td>Wednesday</td>
<td>☐</td>
<td>☐</td>
<td>Flexible</td>
</tr>
<tr>
<td>Thursday</td>
<td>☐</td>
<td>☐</td>
<td>Flexible</td>
</tr>
<tr>
<td>Friday</td>
<td>☐</td>
<td>☐</td>
<td>Flexible</td>
</tr>
<tr>
<td>Saturday</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

**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.
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: Yes ☐ No ☐ 10am -5pm
- Tuesday: Yes ☐ No ☐ 10am -5pm
- Wednesday: Yes ☐ No ☐ 10am -5pm
- Thursday: Yes ☐ No ☐ 10am -5pm
- Friday: Yes ☐ No ☐ 10am -5pm
- Saturday: No ☐ Yes ☐ 10am -5pm
- Sunday: No ☐ Yes ☐ 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.

<table>
<thead>
<tr>
<th>Day</th>
<th>Yes</th>
<th>No</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>☑</td>
<td>☐</td>
<td>9 am to 4:30 pm</td>
</tr>
<tr>
<td>Tuesday</td>
<td>☑</td>
<td>☐</td>
<td>9 am to 4:30 pm</td>
</tr>
<tr>
<td>Wednesday</td>
<td>☑</td>
<td>☐</td>
<td>9 am to 4:30 pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>☑</td>
<td>☐</td>
<td>9 am to 4:30 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>☑</td>
<td>☐</td>
<td>9 am to 4:30 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>☐</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td>☑</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

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

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:** Yes  No  8:00 am - 8:00 pm
- **Tuesday:** Yes  No  8:00 am - 8:00 pm
- **Wednesday:** Yes  No  8:00 am - 8:00 pm
- **Thursday:** Yes  No  8:00 am - 8:00 pm
- **Friday:** Yes  No  8:00 am - 8:00 pm
- **Saturday:** Yes  No  flexible
- **Sunday:** Yes  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
• Conduct patient experience surveys with a focus on patient education for the general population, patients with heart failure, patient with diabetes and educate patients on trauma registry

**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.
Patient Transport  
Hospital Level 1 - Room 791  

**Supervisor:** Matthew Simpson  
**Telephone:** Matthew.Simpson@stonybrookmedicine.edu

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

Volunteers are needed on these days and at these hours.

- **Monday:** Yes  
- **Tuesday:** Yes  
- **Wednesday:** Yes  
- **Thursday:** Yes  
- **Friday:** Yes  
- **Saturday:** Yes  
- **Sunday:** Yes

Duties

- Transport visitors and outpatients from lobby to nursing units and testing areas  
- Assist transporters as 2nd Transporter  
- Operate service elevator

---

**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.
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.

<table>
<thead>
<tr>
<th>Day</th>
<th>Yes</th>
<th>No</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Yes</td>
<td>No</td>
<td>9 am to 7 pm</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Yes</td>
<td>No</td>
<td>9 am to 7 pm</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Yes</td>
<td>No</td>
<td>9 am to 7 pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>Yes</td>
<td>No</td>
<td>9 am to 7 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

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.
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.  

<table>
<thead>
<tr>
<th>Day</th>
<th>Yes</th>
<th>No</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>☑</td>
<td>☐</td>
<td>10 am-12 pm or 11 am - 1pm</td>
</tr>
<tr>
<td>Tuesday</td>
<td>☑</td>
<td>☐</td>
<td>10 am-12 pm or 11 am - 1pm</td>
</tr>
<tr>
<td>Wednesday</td>
<td>☑</td>
<td>☐</td>
<td>10 am-12 pm or 11 am - 1pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>☑</td>
<td>☐</td>
<td>10 am-12 pm or 11 am - 1pm</td>
</tr>
<tr>
<td>Friday</td>
<td>☑</td>
<td>☐</td>
<td>10 am-12 pm or 11 am - 1pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>☐</td>
<td>☑</td>
<td>10 am-12 pm or 11 am - 1pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>☑</td>
<td>☐</td>
<td>10 am-12 pm or 11 am - 1pm</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Day</th>
<th>Yes</th>
<th>No</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>☐</td>
<td>☐</td>
<td>8 am to 12 pm</td>
</tr>
<tr>
<td>Tuesday</td>
<td>☐</td>
<td>☐</td>
<td>8 am to 4 pm</td>
</tr>
<tr>
<td>Wednesday</td>
<td>☐</td>
<td>☐</td>
<td>8 am to 4 pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>☐</td>
<td>☐</td>
<td>8 am to 12 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>☐</td>
<td>☐</td>
<td>8 am to 12 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Day</th>
<th>Availability</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Yes</td>
<td>6:30 pm to 9:30 pm</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Yes</td>
<td>6:30 pm to 9:30 pm</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Yes</td>
<td>6:30 pm to 9:30 pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>Yes</td>
<td>6:30 pm to 9:30 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>Yes</td>
<td>6:30 pm to 9:30 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>Yes</td>
<td>6:30 pm to 9:30 pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>Yes</td>
<td>6:30 pm to 9:30 pm</td>
</tr>
</tbody>
</table>

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

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.

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
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**  
  - Yes
  - No

- **Tuesday**  
  - Yes
  - No

- **Wednesday**  
  - Yes
  - No  
  2 pm to 5 pm

- **Thursday**  
  - Yes
  - No

- **Friday**  
  - Yes
  - No  
  1 pm to 4 pm

- **Saturday**  
  - Yes
  - No

- **Sunday**  
  - Yes
  - 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.

<table>
<thead>
<tr>
<th>Day</th>
<th>Yes</th>
<th>No</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>☐</td>
<td>☐</td>
<td>9AM-3PM</td>
</tr>
<tr>
<td>Tuesday</td>
<td>☐</td>
<td>☐</td>
<td>9AM-3PM</td>
</tr>
<tr>
<td>Wednesday</td>
<td>☐</td>
<td>☐</td>
<td>9AM-3PM</td>
</tr>
<tr>
<td>Thursday</td>
<td>☐</td>
<td>☐</td>
<td>9AM-3PM</td>
</tr>
<tr>
<td>Friday</td>
<td>☐</td>
<td>☐</td>
<td>9AM-3PM</td>
</tr>
<tr>
<td>Saturday</td>
<td>☐</td>
<td>☐</td>
<td>9AM-3PM</td>
</tr>
<tr>
<td>Sunday</td>
<td>☐</td>
<td>☐</td>
<td>9AM-3PM</td>
</tr>
</tbody>
</table>

**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
- Assist in starting and maintaining the seedlings in the Life Sciences Greenhouse (on campus)
- 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.
TR ÄUMA/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.

<table>
<thead>
<tr>
<th>Day</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Tuesday</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Wednesday</td>
<td>☐</td>
<td>Yes</td>
</tr>
<tr>
<td>Thursday</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Friday</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Saturday</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Sunday</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

10 am to 4 pm

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

Volunteers are needed on these days and at these hours.

<table>
<thead>
<tr>
<th>Day</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Thursday</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Friday</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Saturday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9 am to 12 pm or 1:00 to 4 pm

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

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.