



Birth Registrar Office Mother/Baby 6th Floor - Room 133

Supervisor: Alyson Ornstein/Deborah Tomengo

Telephone: Deborah.tomengo@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 | 10 am to 12 pm |
| Wednesday | ☒ Yes | ☐ No | 10 am to 12 pm |
| Thursday | ☒ Yes | ☐ No | 10 am to 12 pm |
| Friday | ☐ Yes | ☐ No | |
| Saturday | ☒ Yes | ☐ No | 10 am to 12 pm |
| Sunday | ☒ Yes | ☐ No | 10 am to 12 pm |

Duties

- Packet distribution & Collection; distribute birth certificate packets to parents
- Retrieve completed packets from parents; clearly explain the contents of packets
- Provide guidance on when and how to return packets (training provided)
- Entering data, clerical and administrative support
- Assist with general office tasks as needed

Necessary Skills

- Excellent customer service, strong attention to detail
- Accuracy in handling documents; Spanish language proficiency is a plus but not required
- Another contact is: 631-444-2021 or 444-2359

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/631-216-2970

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

Volunteers are needed on these days and at these hours.

- | | | | |
|------------------|--------------------------------------|--------------------------|---------|
| Monday | ☒ Yes | ☐ No | 9am-4pm |
| Tuesday | ☒ Yes | ☐ No | 9am-4pm |
| Wednesday | ☒ Yes | ☐ No | 9am-4pm |
| Thursday | ☒ Yes | ☐ No | 9am-4pm |
| Friday | ☒ Yes | ☐ No | 9am-4pm |
| Saturday | ☐ Yes | ☐ No | |
| Sunday | ☐ Yes | ☐ 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

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 Hospital Pavilion

Supervisor: Ryan Washington

Telephone: ryan.washington@stonybrookmedicine.edu/631-216-2970

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	9:30a-4:30p
Tuesday	☒ Yes	☐ No	9:30a-4:30p
Wednesday	☒ Yes	☐ No	9:30a-4:30p
Thursday	☒ Yes	☐ No	9:30a-4:30p
Friday	☒ Yes	☐ No	9:30a-4:30p
Saturday	☐ Yes	☒ No	
Sunday	☐ Yes	☒ No	

Duties

- Data entry
- Access patient files in EMR and find specific notes or test results
- Items are printed/downloaded and entered into a file for the patient in a different database

Necessary Skills

- Computer literacy

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.



Cardiology- Cardiac Testing Suite

Advanced Specialty Care, 3 Edmund D Pelegrino Rd

Supervisor: Matineh Hassanzadeh

Telephone: matineh.hassanzadeh@stonybrookmedicine.edu, 631-444-3310

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 | ☒ Yes | ☐ No | 8a-4p |
| Tuesday | ☒ Yes | ☐ No | 8a-4p |
| Wednesday | ☒ Yes | ☐ No | 8a-4p |
| Thursday | ☒ Yes | ☐ No | 8a-4p |
| Friday | ☐ Yes | ☒ No | |
| Saturday | ☐ Yes | ☒ No | |
| Sunday | ☐ Yes | ☒ No | |

Duties

- Greeting patients and directing them to the appropriate area
- Assisting patients that require wheelchairs from their car to the appropriate area
- Assisting ambulances that are bringing patients to the appropriate area
- Help walking patients that require assistance to the appropriate areas
- Direct patients to appropriate staff member when 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.



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.

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|-----------|--------------------------------------|-------------------------------------|--------|
| Monday | ☒ Yes | ☐ No | 9a-12p |
| Tuesday | ☐ Yes | ☒ No | |
| Wednesday | ☐ Yes | ☒ No | |
| Thursday | ☐ Yes | ☒ No | |
| Friday | ☐ Yes | ☒ No | |
| Saturday | ☒ Yes | ☐ No | 9a-5p |
| Sunday | ☐ Yes | ☒ No | |

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 Dr Suite 1

Supervisor: Dianna Berger

Telephone: dianna.berger@stonybrookmedicine.edu/631-444-4146

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.

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|-----------|--------------------------------------|-------------------------------------|---------|
| Monday | ☒ Yes | ☐ No | 1pm-3pm |
| Tuesday | ☒ Yes | ☐ No | 1pm-3pm |
| Wednesday | ☒ Yes | ☐ No | 1pm-3pm |
| Thursday | ☐ Yes | ☒ No | |
| Friday | ☐ Yes | ☒ No | |
| Saturday | ☐ Yes | ☒ No | |
| Sunday | ☐ Yes | ☒ No | |

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**
- Based on applicant's day(s) of availability, might be at 500 Commack Rd, Commack (Suite 102) location one day a week

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 14N

SBUH 14 North & ACP Endo Lvl 2

Supervisor: Beverly Singh

Telephone: beverly.singh@stonybrookmedicine.edu/631-304-4364

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 | 9a-5p |
| Tuesday | ☒ Yes | ☐ No | 9a-5p |
| Wednesday | ☒ Yes | ☐ No | 9a-5p |
| Thursday | ☒ Yes | ☐ No | 9a-5p |
| Friday | ☒ Yes | ☐ No | 9a-5p |
| Saturday | ☐ Yes | ☒ No | |
| Sunday | ☐ Yes | ☒ No | |

Duties

- Circulate in waiting room to see if patients/visitors need anything
- Communicate any needs to RN in charge
- Offer blankets to inpatients in hallway waiting for a procedure
- Sticker patient charts
- Clean equipment
- Help assemble I.V. start kits for the next day

Necessary Skills

- Customer service skills
- Comfortable speaking with patients and their families

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.

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|-----------|--------------------------------------|--------------------------|----------|
| Monday | ☒ Yes | ☐ No | 11am-2pm |
| Tuesday | ☒ Yes | ☐ No | 11am-2pm |
| Wednesday | ☒ Yes | ☐ No | 11am-2pm |
| Thursday | ☒ Yes | ☐ No | 11am-2pm |
| Friday | ☒ Yes | ☐ No | 11am-2pm |
| Saturday | ☐ Yes | ☐ No | |
| Sunday | ☐ Yes | ☐ 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
- **DO NOT CALL THIS DEPT UNLESS YOU ARE FULLY CLEARED BY VOLUNTEER SERVICES**

Necessary Skills

- 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.

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|-----------|--------------------------------------|--------------------------|-----------------------|
| 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

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.

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|-----------|--------------------------------------|--------------------------|--------------|
| Monday | ☒ Yes | ☐ No | 8 am to 8 pm |
| Tuesday | ☒ Yes | ☐ No | 8 am to 8 pm |
| Wednesday | ☒ Yes | ☐ No | 8 am to 8 pm |
| Thursday | ☒ Yes | ☐ No | 8 am to 8 pm |
| Friday | ☒ Yes | ☐ No | 8 am to 8 pm |
| Saturday | ☐ Yes | ☐ No | |
| Sunday | ☐ Yes | ☐ 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

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 | ☒ Yes | ☐ No | 8am to 5pm |
| Tuesday | ☒ Yes | ☐ No | 8am to 5pm |
| Wednesday | ☒ Yes | ☐ No | 8am to 5pm |
| Thursday | ☒ Yes | ☐ No | 8am to 5pm |
| Friday | ☒ Yes | ☐ No | 8am to 5pm |
| Saturday | ☐ Yes | ☒ No | |
| Sunday | ☐ Yes | ☒ 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**
- **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 631-444-4210

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 | ☒ Yes | ☐ No | 8am-6pm |
| Tuesday | ☒ Yes | ☐ No | 8am-4pm |
| Wednesday | ☒ Yes | ☐ No | 8am-5:30pm |
| Thursday | ☒ Yes | ☐ No | 8am-6pm |
| Friday | ☒ Yes | ☐ No | 8am-4pm |
| Saturday | ☐ Yes | ☒ No | |
| Sunday | ☐ Yes | ☒ No | |

Duties

- Extensive observation of patients who have had various upper extremity injuries and/or surgeries and their treatments.
- Organizing and cleaning equipment; must be able to tolerate heat & handle sharp objects
- Assisting the therapist setting up equipment for patient treatment.
- Cleaning whirlpools
- Clerical - filing, typing, copying, 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.



Heart Institute

Hospital Level 5, Heart Institute

Supervisor: Tracey Ledger and Elaine Jannace

Telephone: 631-444-8324 (see emails below)

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

Volunteers are needed on these days and at these hours.

Monday	☒ Yes	☐ No	9a-5p
Tuesday	☒ Yes	☐ No	9a-5p
Wednesday	☒ Yes	☐ No	9a-5p
Thursday	☒ Yes	☐ No	9a-5p
Friday	☒ Yes	☐ No	9a-5p
Saturday	☐ Yes	☒ No	
Sunday	☐ Yes	☒ No	

Duties

- Greet patients/families and direct/walk them to the appropriate area
- Assisting patients that require wheelchairs to the appropriate area
- Answering questions of patients/families
- Helping families in the waiting area
- Supervisor contact emails:
- elaine.jannace@stonybrookmedicine.edu
- tracey.ledger@stonybrookmedicine.edu

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.



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.

- | | | | |
|-----------|--------------------------------------|--------------------------|--------------|
| Monday | ☒ Yes | ☐ No | 9 am to 6 pm |
| Tuesday | ☒ Yes | ☐ No | 9 am to 6 pm |
| Wednesday | ☒ Yes | ☐ No | 9 am to 6 pm |
| Thursday | ☒ Yes | ☐ No | 9 am to 6 pm |
| Friday | ☒ Yes | ☐ No | 9 am to 6 pm |
| Saturday | ☐ Yes | ☐ No | |
| Sunday | ☐ Yes | ☐ 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.



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.

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|-----------|--------------------------------------|--------------------------|
| 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.



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 | ☐ Yes | ☒ No | |
| Tuesday | ☒ Yes | ☐ No | 9:00 am to 12 pm |
| Wednesday | ☐ Yes | ☒ No | |
| Thursday | ☒ Yes | ☐ No | 9 am to 12 or 12 to 3 pm |
| Friday | ☐ Yes | ☒ No | |
| Saturday | ☐ Yes | ☒ No | |
| Sunday | ☐ Yes | ☒ 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.

Monday	☒ Yes	☐ No	Flexible
Tuesday	☒ Yes	☐ No	Flexible
Wednesday	☒ Yes	☐ No	Flexible
Thursday	☒ Yes	☐ No	Flexible
Friday	☒ Yes	☐ No	Flexible
Saturday	☐ Yes	☐ No	
Sunday	☐ Yes	☐ 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 | ☒ Yes | ☐ No | 10a-1p |
| Tuesday | ☒ Yes | ☐ No | 10a-1p |
| Wednesday | ☒ Yes | ☐ No | 10a-1p |
| Thursday | ☒ Yes | ☐ No | 10a-1p |
| Friday | ☒ Yes | ☐ No | 10a-1p |
| Saturday | ☐ Yes | ☒ No | |
| Sunday | ☐ Yes | ☒ 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	☒ 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	☐ Yes	☒ No	
Sunday	☐ Yes	☒ No	

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.

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|-----------|--------------------------------------|-------------------------------------|-----------------|
| Monday | ☒ Yes | ☐ No | 9 am to 4:30 pm |
| Tuesday | ☒ Yes | ☐ No | 9 am to 4:30 pm |
| Wednesday | ☒ Yes | ☐ No | 9 am to 4:30 pm |
| Thursday | ☒ Yes | ☐ No | 9 am to 4:30 pm |
| Friday | ☒ Yes | ☐ No | 9 am to 4:30 pm |
| Saturday | ☐ Yes | ☒ No | |
| Sunday | ☐ Yes | ☒ No | |

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 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.

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|------------------|--------------------------------------|-------------------------------------|-------------------|
| 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, and those patients with diabetes.

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/631-444-2980

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

Volunteers are needed on these days and at these hours.

Monday	☒ Yes	☐ No	Any hours
Tuesday	☒ Yes	☐ No	Any hours
Wednesday	☒ Yes	☐ No	Any hours
Thursday	☒ Yes	☐ No	Any hours
Friday	☒ Yes	☐ No	Any hours
Saturday	☒ Yes	☐ No	Any hours
Sunday	☒ Yes	☐ No	Any hours

Duties

- Transport visitors and outpatients from lobby to nursing units and testing areas
- Assit 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: 631-444-2620 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 | ☐ Yes | ☐ No | |
| Tuesday | ☒ Yes | ☐ No | 9 am to 7 pm |
| Wednesday | ☒ Yes | ☐ No | 9 am to 7 pm |
| Thursday | ☒ Yes | ☐ No | 9 am to 7 pm |
| Friday | ☐ Yes | ☐ No | |
| Saturday | ☐ Yes | ☐ No | |
| Sunday | ☐ Yes | ☐ 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: Robin Avidor

Telephone: Robin.avidor@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 | 9 am to 4 pm |
| Tuesday | ☒ Yes | ☐ No | 9 am to 4 pm |
| Wednesday | ☒ Yes | ☐ No | 9 am to 4 pm |
| Thursday | ☒ Yes | ☐ No | 9 am to 4 pm |
| Friday | ☒ Yes | ☐ No | 9 am to 4 pm |
| Saturday | ☐ Yes | ☐ No | |
| Sunday | ☐ Yes | ☐ No | |

Duties

- File documents, Fax and Scanning documents
- Sort Mail; picking up mail from clinic and CPMP
- other duties as assigned
- Any three hours in between the hours listed

Necessary Skills

- Have strong organizational skills and be able to work independently

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: Alyson Ornstein or Deborah Tomengo

Telephone: Alyson.Ornstein@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	11 am to 4pm
Tuesday	☒ Yes	☐ No	11 am to 4pm
Wednesday	☒ Yes	☐ No	11 am to 4pm
Thursday	☒ Yes	☐ No	11 am to 4pm
Friday	☒ Yes	☐ No	11 am to 4pm
Saturday	☒ Yes	☐ No	11 am to 4pm
Sunday	☒ Yes	☐ No	11 am to 4pm

Duties

- Assemble birthing packets for Birthing Office
- Distribute packets to patients
- Light clerical duties
- Assemble surveys and give to patients in mother/baby areas

Necessary Skills

- basic clerical skills
- Another contact is: Deborah.tomengo@stonybrookmedicine.edu

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 | ☒ Yes | ☐ No | 8 am to 12 pm |
| Tuesday | ☒ Yes | ☐ No | 8 am to 4 pm |
| Wednesday | ☒ Yes | ☐ No | 8 am to 4 pm |
| Thursday | ☒ Yes | ☐ No | 8 am to 12 pm |
| Friday | ☒ Yes | ☐ No | 8 am to 12 pm |
| Saturday | ☐ Yes | ☒ No | |
| Sunday | ☐ Yes | ☒ 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 | ☒ Yes | ☐ No | 6:30 pm to 9:30 pm |
| Tuesday | ☒ Yes | ☐ No | 6:30 pm to 9:30 pm |
| Wednesday | ☒ Yes | ☐ No | 6:30 pm to 9:30 pm |
| Thursday | ☒ Yes | ☐ No | 6:30 pm to 9:30 pm |
| Friday | ☒ Yes | ☐ No | 6:30 pm to 9:30 pm |
| Saturday | ☐ Yes | ☐ No | |
| Sunday | ☒ Yes | ☐ 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: Mary Bradley

Telephone: Mary.Bradley@stonybrookmedicine.edu/631-444-4088

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.

- | | | | |
|-----------|--------------------------------------|--------------------------|---------|
| Monday | ☒ Yes | ☐ No | 9AM-3PM |
| Tuesday | ☒ Yes | ☐ No | 9AM-3PM |
| Wednesday | ☒ Yes | ☐ No | 9AM-3PM |
| Thursday | ☒ Yes | ☐ No | 9AM-3PM |
| Friday | ☐ Yes | ☐ No | |
| Saturday | ☐ Yes | ☐ No | |
| Sunday | ☐ Yes | ☐ 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
- 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.



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 | ☐ Yes | ☒ No | |
| Tuesday | ☐ Yes | ☒ No | |
| Wednesday | ☒ Yes | ☐ No | 10 am to 4 pm |
| Thursday | ☐ Yes | ☒ No | |
| Friday | ☒ Yes | ☐ No | 10 am to 4 pm |
| Saturday | ☐ Yes | ☒ No | |
| Sunday | ☐ Yes | ☒ 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 | ☐ Yes | ☒ No | |
| Tuesday | ☒ Yes | ☐ No | 9 am to 12 pm or 1:00 to 4 pm |
| Wednesday | ☒ Yes | ☐ No | 9 am to 12 pm or 1:00 to 4 pm |
| Thursday | ☒ Yes | ☐ No | 9 am to 12 pm or 1:00 to 4 pm |
| Friday | ☒ Yes | ☐ No | 9 am to 12 pm or 1:00 to 4 pm |
| Saturday | ☐ Yes | ☒ No | |
| Sunday | ☐ Yes | ☒ 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
- Scanning, filing

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.