



Ambulatory Surgery Center 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** Yes No 10 am to 1 pm
Tuesday Yes No 10 am to 1 pm
Wednesday Yes No 10 am to 1 pm
Thursday Yes No 8 am to 12 pm
Friday Yes No 9 am to 3 pm
Saturday Yes No
Sunday Yes 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.



Bone Marrow Transplant (19S) UH 19S

Supervisor: Taylor Andrews 631-444-8287

Telephone: taylor.andrews@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 10 am to 5 pm
- Tuesday** Yes No 10 am to 5 pm
- Wednesday** Yes No 10 am to 5 pm
- Thursday** Yes No 10 am to 5 pm
- Friday** Yes No 10 am to 5 pm
- Saturday** Yes No
- Sunday** Yes No

Duties

- Help to make discharge packets on the unit
 - Assist with answering of phones
 - Stocking the unit and making lists of supplies that need to be ordered
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- HOURS ARE FLEXIBLE

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.



Cancer Center (Clinical Trials Office) Lauterbur Drive

Supervisor: Ryan Washington

Telephone: ryan.washington@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 - 5:30 pm |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8:00 am - 5:30 pm |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8:00 am - 5:30 pm |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8:00 am - 5:30 pm |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8:00 am - 5:30 pm |
| Saturday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input type="radio"/> No | |

Duties

- Provide support for the Cancer Clinical Trials Office.
- The position will not be interacting directly with patients.
- The position will not be interacting directly with patients.
- Reviewing stock of items, and seeing if anything has expired, or if stock level is low and needs to be replenished.
- Assist in the picking up, and distribution of materials and documents to Clinical Trials staff.
- Entering in data into different Stony Brook databases.

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.



Cancer Center Food Pantry

Cancer Center at Stony Brook, Lauterbur Drive, Level 6

Supervisor: Cara Cohen or Karina Martinez

Telephone: nutrition@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 | 9:00 am - 4:00 pm |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9:00 am - 4:00 pm |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9:00 am - 4:00 pm |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9:00 am - 4:00 pm |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9:00 am - 4:00 pm |
| Saturday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input type="radio"/> No | |

Duties

- Assist in planning and organizing hospital wide food drives.
- Weigh and record new donations and food items on PantrySoft software.
- Properly rotate items based on FIFO (first in, first out) procedures.
- Interview patients to collect and document medical history, diet order and food preferences.
- Interview patients to collect and document medical history, diet order and food preferences.
- Provide additional community resources to patients based on their needs.
- Other duties as assigned.

Necessary Skills

- Ability to lift up to 50lbs.
- Willingness to learn new computer software, such as 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.



Care Management Level 1 room 793 UH

Supervisor: Victoria Chan

Telephone: victoria.chan1@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 | 8:30am - 4pm |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8:30am - 4pm |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8:30am - 4pm |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8:30am - 4pm |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8:30am - 4pm |
| Saturday | <input type="radio"/> Yes | <input checked="" type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input checked="" type="radio"/> No | |

Duties

- Filing
- Transport charts to medical record.
- Answering Phones
- Looking up information in hospital system
- Faxing/ Copying
- Data Entry
- Assist with Special Projects
- Equipment Delivery

Necessary Skills

- Courteous and Friendly
- Basic Computer 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.



Clinical Lab Services

U H - L 3, Rm. 535

Supervisor: Lawrence A. Mazza

Telephone: 444-2605

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

This position is open to all volunteers.

Volunteers are needed on these days and at these hours.

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|------------------|--------------------------------------|-------------------------------------|------------|
| 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 checked="" type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input checked="" type="radio"/> No | |

Duties

- File requisitions, purchase orders, receiving slips and inventory reports.
- Enter data on hospital materials management computer system.
- Copy and fax documents as needed.
- Enter data on Access database.
- Pick up reports from level 3 computer room.

Necessary Skills

- Ability to file in numerical order with accuracy.
- Data entry skills.
- Ability to fax and copy.

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.



Department of Family, Population & Preventive Medicine HSC Level 3 Room 068

Supervisor: Annemarie Ng, MS, RD

Telephone: annemarieng@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
- 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.



Food and Retail Services Hospital Kitchen - Level 1

Supervisor: Kathleen Carrozza

Telephone: kathleen.carrozza@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 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
- 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.



Hand Therapy - Off site

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

Supervisor: Anita Dantzig or Evan Ludin

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.

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

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 12S, 15N, 15S, 16N, and 13N

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.



Neuro Critical Care/Neuro Intermediate Care Units 8W1 and 8W2 Pavillon

Supervisor: Dana Brun

Telephone: dana.brun@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

- Some clerical work
- Reception/directing visitors
- Helping staff with routine unit needs

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

14 TECHNOLOGY DRIVE SUITE 12B

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-5PM |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9AM-5PM |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9AM-5PM |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9AM-5PM |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9AM-5PM |
| Saturday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input type="radio"/> No | |

Duties

- Scoring tests
- Filing
- Scanning
- Copying
- Answering Phone Calls
- Making 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.



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.

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|------------------|--------------------------------------|--------------------------|--------------|
| 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: Casey Minardi or Michele Dookram

Telephone: Casey.Minardi@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 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.

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

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

Commack & ACP - 500 Commack Rd, Commack

Supervisor: Barbara Magnussen

Telephone: barbara.magnussen@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 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
- Sunday** Yes No

Duties

- Register and Input Research & MART ancillary patients - non-billable encounters

Necessary Skills

- Typing
- Will train on applications

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 Admitting Department

Supervisor: Christine Downey

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.

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|------------------|--------------------------------------|-------------------------------------|-------------------|
| Monday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 4:00 pm - 6:00 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 | 4:00 pm - 6:00 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

- The duty of the request for volunteers:
- Communicating to isolation patients/families via the telephone receiving regulatory signatures.
- Communicating to isolation patients/families via the telephone receiving regulatory signatures.
- This task will be done by telephone (no in person patient contact)

Necessary Skills

- Very 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.



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 | <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.



Patient Transport

Hospital Level 1 - Room 791

Supervisor: Debra Jimenez/Matthew Simpson

Telephone: Debra.Jimenez@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 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

- Matthew Simpson email: Matthew.Simpson@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.



Physical Therapy

Hospital Level 14 S - Room 101

Supervisor: Jennifer Reinhardt

Telephone: Jennifer.Reinhardt@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

- *3 hour sessions AM or PM - Flexible Hours
- Observation of Physical Therapy Staff during bedside sessions
- Assist with managing equipment, linens, and other supplies
- Assist with maintaining a safe and clean working environment
- Restocking supplies
- Answering phones
- Clerical duties

Necessary Skills

- Must have intention to apply to Graduate Physical Therapy Program - position is to fulfill required volunteer hours for application

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.



Pre-Operative Services

1320 Stony Brook Rd, Suite E, Stony Brook

Supervisor: Cathleen Esernio RN

Telephone: cathleen.esernio@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 6 pm |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8 am to 6 pm |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8 am to 6 pm |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8 am to 6 pm |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8 am to 6 pm |
| Saturday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8 am to 12 pm |
| Sunday | <input type="radio"/> Yes | <input type="radio"/> No | |

Duties

- Clerical duties
- making charts
- Filing, stocking supplies
- Answering phones

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.



Pre-Surgical Admissions Hospital - Level 4

Supervisor: Michelle Niemann/Melissa McCarthy

Telephone: michelle.niemann@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 | 5:00 am to 9:30 pm |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 5:00 am to 9:30 pm |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 5:00 am to 9:30 pm |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 5:00 am to 9:30 pm |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 5:00 am to 9:30 pm |
| Saturday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input type="radio"/> No | |

Duties

- Wipe down equipment and prepare stretchers
- Make patient belonging bags with gown, hat, slippers
- Assemble paperwork
- Stock clerical supplies
- Escort patients and families in/out to the waiting room
- Assist with stocking of patient nourishments
- Provide support to the nursing station
- Organize supplies for IV kits

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

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: Barbara Ludwig-Cull

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 | 7pm-9:30PM |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 7pm-9:30PM |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 7pm-9:30PM |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 7pm-9:30PM |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 7pm-9:30PM |
| Saturday | <input type="radio"/> Yes | <input checked="" type="radio"/> No | |
| Sunday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 7:30 pm-9:30PM |

Duties

- Escort adult and pediatric patients to their rooms and orient the patients to the unit if the Volunteer is on the unit in the evening
- Work with technologists to calibrate testing equipment
- Confirm patient's sleep study appointments by phone and explain procedures
- Assist technologists with Patient's electrode placement supplies

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.



Speech and Hearing 33 Research Way, East Setauket

Supervisor: Susan Casale

Telephone: susan.casale@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 Stitchers

Level 5 - Room 962 CCU

Supervisor: Melissa Shampine

Telephone: Melissa.shampine@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 10 am to 1 pm OR
- Thursday** Yes No 10 am to 1 pm
- Friday** Yes No
- Saturday** Yes No
- Sunday** Yes No

Duties

- Volunteer is needed to deliver SB Stitchers laundered items to clinical units
- Assist patients with meal ordering
- Help patients with patient portal in CCU and CACU
- Assemble discharge packets
- Run errands within hospital
- Assist in other unit support 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.



SURGICAL PROGRESSIVE CARE 8W3-PAVILION

Supervisor: RUTH AVILA--NURSE MANAGER

Telephone: ruth.avila@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 | 10AM-2PM--2PM-6PM |
| Tuesday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10AM-2PM--2PM-6PM |
| Thursday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10AM-2PM--2PM-6PM |
| Saturday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10AM-2PM--2PM-6PM |
| Sunday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10AM-2PM--2PM-6PM |

Duties

- Filing
- Help Answer Phone Calls
- Help Provide Directions to Visitors
- Put Together Admission/Discharge Packets

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.



SURGICAL SERVICES (NURSING) 8N-015

Supervisor: Leah Alexander

Telephone: leah.alexander@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 | 10AM-4PM |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10AM-4PM |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10AM-4PM |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10AM-4PM |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10AM-4PM |
| Saturday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input type="radio"/> No | |

Duties

- Office/Clerical Support
- Filing
- Supply Delivery/Mail
- Misc. Administrative Support

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.



SURGICAL TRAUMA 9W2-PAVILION

Supervisor: RUTH AVILA

Telephone: ruth.avila@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 | 10AM-2PM--2PM-6PM |
| Tuesday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10AM-2PM--2PM-6PM |
| Thursday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10AM-2PM--2PM-6PM |
| Saturday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10AM-2PM--2PM-6PM |
| Sunday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10AM-2PM--2PM-6PM |

Duties

- Filing
- Help answer Phone Calls
- Help Provide Directions to Visitors
- Put Together Admission/Discharge Packets

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.



TRAUMA/OUTREACH HOSPITAL 8N--085

Supervisor: KRISTI LADOWSKI Kristi.Ladowski@stonybrookmedicine.edu

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

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.