



## 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.



## 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.

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



## 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.

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

#### Duties

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

#### Necessary Skills

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

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



## CLINICAL EDUCATION 14 TECHNOLOGY DRIVE SUITE 1

**Supervisor:** Gabriela Rengifo

**Telephone:** Gabriela.Rengifo@stonybrookmedicine.edu

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

Volunteers are needed on these days and at these hours.

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

### Duties

- Filing
- photocopying
- making class folders
- data entry

### Necessary Skills

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



## Clinical Nutrition

Hospital-Office location HSC Lvl 3 Suite 086

**Supervisor:** Lisa Richter- 631-444-8233

**Telephone:** lisa.richter@stonybrookmedicine.edu

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

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

Volunteers are needed on these days and at these hours.

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

### Duties

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

### Necessary Skills

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

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



## Dermatology

1320 Stony Brook Rd, Bldg F/Suite 200, Stony Brook

**Supervisor:** Julie Bouziotis

**Telephone:** julie.bouziotis@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 Flexible  
**Tuesday**  Yes  No Flexible  
**Wednesday**  Yes  No Flexible  
**Thursday**  Yes  No Flexible  
**Friday**  Yes  No Flexible  
**Saturday**  Yes  No  
**Sunday**  Yes  No

### Duties

- Work in the EMR to reconcile & scan procedure consents
- Process referral letters
- Breaking down paper charts and categorizing patient documents

### 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.

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

### Duties

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

### Necessary Skills

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



## 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.





## Food Farmacy

Nutrition Suite, HSC Level 3, Room 068

**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.

- Monday**  Yes  No
- Tuesday**  Yes  No
- Wednesday**  Yes  No 9 am to 12 or 12 - 3 pm
- Thursday**  Yes  No 9 am to 12 or 12 - 3 pm
- Friday**  Yes  No
- Saturday**  Yes  No
- Sunday**  Yes  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.



## 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.

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



## Mother-Baby Services

Please note: This is not the Cuddler Program

### 5EP/6EP

**Supervisor:** Sabine Sterlin - Labor and Delivery Services

**Telephone:** Sabine.sterlin@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 10 am to 6 pm
- Tuesday  Yes  No 10 am to 6 pm
- Wednesday  Yes  No 10 am to 6 pm
- Thursday  Yes  No 10 am to 6 pm
- Friday  Yes  No 10 am to 6 pm
- Saturday  Yes  No
- Sunday  Yes  No

#### Duties

- Bringing and removing an Ipad to and from patients room
- Wiping down the Ipad between patient rooms
- Replenishing water/ice for patients
- Checking foam dispensers on the unit
- Folding newborn blankets

#### Necessary Skills

- **NOTE: This position does not allow contact with the babies**

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 (Administrative Office) HSC T12-020

**Supervisor:** Karen Sanford

**Telephone:** 444-8462

**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.

- Monday**  Yes  No any time M-F 9am  
**Tuesday**  Yes  No  
**Wednesday**  Yes  No  
**Thursday**  Yes  No  
**Friday**  Yes  No  
**Saturday**  Yes  No  
**Sunday**  Yes  No

### **Duties**

- Clerical duties including copying of forms, letters and schedules
- Assist with preparing charts, label, and welcome packages
- Prepare mailings
- File
- Sort and distribute mail, faxes
  
- Answer phones
  
- Stock supplies

### **Necessary Skills**

- Good communication skills
- Must be able to arrange documents in alphabetical order by name

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.

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

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

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

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

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

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

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

### Duties

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

### Necessary Skills

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



## Patient Access

## Patient Access Finance/Follow up

**Supervisor:** Doris Fehrenbach

**Telephone:** doris.fehrenbach@stonybrookmedicine.edu

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

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

Volunteers are needed on these days and at these hours.

- Monday**  Yes  No 10 am to 5 pm  
**Tuesday**  Yes  No  
**Wednesday**  Yes  No  
**Thursday**  Yes  No 10 am to 5 pm  
**Friday**  Yes  No  
**Saturday**  Yes  No  
**Sunday**  Yes  No

### Duties

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

### Necessary Skills

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

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



## Patient Education

### Various Hospital Units

**Supervisor:** Rose Cardin, MSN, RN

**Telephone:** rose.cardin@stonybrookmedicine.edu

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

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

Volunteers are needed on these days and at these hours.

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



## 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.

- |                  |                                      |                          |               |
|------------------|--------------------------------------|--------------------------|---------------|
| <b>Monday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8 am to 6 pm  |
| <b>Tuesday</b>   | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8 am to 6 pm  |
| <b>Wednesday</b> | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8 am to 6 pm  |
| <b>Thursday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8 am to 6 pm  |
| <b>Friday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8 am to 6 pm  |
| <b>Saturday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8 am to 12 pm |
| <b>Sunday</b>    | <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, Surgical Waiting Room

**Supervisor:** Jill Setaro

**Telephone:** [jill.setaro@stonybrookmedicine.edu](mailto:jill.setaro@stonybrookmedicine.edu)/631-638-2929

**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.

- |                  |                                      |                          |         |
|------------------|--------------------------------------|--------------------------|---------|
| <b>Monday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 5am-9pm |
| <b>Tuesday</b>   | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 5am-9pm |
| <b>Wednesday</b> | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 5am-9pm |
| <b>Thursday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 5am-9pm |
| <b>Friday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 5am-9pm |
| <b>Saturday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 5am-9pm |
| <b>Sunday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 5am-9pm |

#### Duties

- Greet patients in the surgical waiting room
- Take contact information from patients
- Walk patient back to Pre-surgical Admissions
- Answer 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.



## 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.

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

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

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

### Duties

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

### Necessary Skills

- Filing, some computer skills
- Detail oriented
- Excellent communication skills
- Detail oriented, organizational skills

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



## Stony Brook Heights Rooftop Farm 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.

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

### Duties

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

### Necessary Skills

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

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



## 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.

- |                  |                                      |                          |                   |
|------------------|--------------------------------------|--------------------------|-------------------|
| <b>Monday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10AM-2PM--2PM-6PM |
| <b>Tuesday</b>   | <input type="radio"/> Yes            | <input type="radio"/> No |                   |
| <b>Wednesday</b> | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10AM-2PM--2PM-6PM |
| <b>Thursday</b>  | <input type="radio"/> Yes            | <input type="radio"/> No |                   |
| <b>Friday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10AM-2PM--2PM-6PM |
| <b>Saturday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10AM-2PM--2PM-6PM |
| <b>Sunday</b>    | <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 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.

- |                  |                                      |                          |                   |
|------------------|--------------------------------------|--------------------------|-------------------|
| <b>Monday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10AM-2PM--2PM-6PM |
| <b>Tuesday</b>   | <input type="radio"/> Yes            | <input type="radio"/> No |                   |
| <b>Wednesday</b> | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10AM-2PM--2PM-6PM |
| <b>Thursday</b>  | <input type="radio"/> Yes            | <input type="radio"/> No |                   |
| <b>Friday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10AM-2PM--2PM-6PM |
| <b>Saturday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10AM-2PM--2PM6PM  |
| <b>Sunday</b>    | <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 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

### 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.



## Urology

HSC Level 9 Room 040

**Supervisor:** Elizabeth Schriener 631-444-1176

**Telephone:** Elizabeth.schriener@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 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

- Obtain medial records
- Obtain medical releases from patients for medical records
- Scan medical records, if needed
- Create and send out packets/forms for new patients

### Necessary Skills

- Volunteers can work anytime between the hours listed

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.