



Ambulatory Surgery Center

Ambulatory Surgery Building within walking distance of hospital bldg

Supervisor: Ellen M. Boyd

Telephone: 444-8849

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

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

Volunteers are needed on these days and at these hours.

- Monday Yes No
- Tuesday Yes No
- Wednesday Yes No
- Thursday Yes No 8 - noon / 9-3 pm
- Friday Yes No 8 - noon / 9-3 pm
- Saturday Yes No
- Sunday Yes No

Duties

- Assist with making charts, labels, sending welcome packets, discharge packets to patients
- Answer multiple phones. Make overhead pages.
- Filing ,copying schedules, forms, letters. Prepare and send large mailings
- Asst Hospital Attendant with cleaning stretchers and bed areas
- Prepare Patient snacks in recovery area
- Stock nourishments in the recovery area/ staff lounge/reception area
- Stock supplies in the business area& assist storeroom w/ weekly deliveries
- Bi-lingual a plus
- No clinical or surgical related tasks. No operating room access
- Limited patient contact in patient care areas

Necessary Skills

- Mature person looking for long term assignment
- Ability to read paperwork & label incoming orders
- Good communication skills
- Able to lift boxes

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.



Bariatric Surgery Clinic

23 South Howell Ave Centereach Suite D

Supervisor: Kim Alessi

Telephone: 631-638-3968

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

Volunteers are needed on these days and at these hours.

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

Duties

- Assisst clinic manager with a special project related to patient flow at front desk and time requirements for appointments

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.



Bariatrics & Metabolic Weight Loss HSC T19 Room 053

Supervisor: Wesam Hassanin

Telephone: 631-444-7298

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

Duties

- Volunteer will help filing
- organization
- Creating educational materials
- Photo coping; Mailing Letters
- Scanning medical records
- Sorting/Distributing mail

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.



Stony Brook Medicine

Benefits Office

31 Research Way, Suite 200 Tech Park, E. Setauket

Supervisor: Cassandra Moore or Christine Elfast

Telephone: 444-4754

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

Volunteers are needed on these days and at these hours.

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

Duties

- Answering telephone.
- Filing and large mailings (including letters to employees).
- Organizing forms for processing
- Assembling New hire benefits information kits.
- Light typing if volunteer has typing skills.

Necessary Skills

- High School Education.
- He/she must be able to follow directions and write legibly.

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

Cancer Center MART (Level 5 & 6)

Supervisor: Kerri Reino

Telephone: 631-402-4955

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

Duties

- Outgoing personality needed
- Volunteer independently, able to take initiative
- Greet patients & guests with friendly greeting & assist them with directions
- Escort patients to their destination
- Report any issues/problems to management

Necessary Skills

- Check out line to make sure patients have a good experience

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 Patient Advocacy Cancer Center MART L6-Room 320

Supervisor: Linda Bily linda.bily@stonybrookmedicine.edu

Telephone: 216-2468

This position is open to all volunteers.

Volunteers are needed on these days and at these hours.

- Monday Yes No 8:30-5:00
- Tuesday Yes No same
- Wednesday Yes No same
- Thursday Yes No same
- Friday Yes No same
- Saturday Yes No
- Sunday Yes No

Duties

- Assist patients with all aspects of utilizing cancer services:
- Meet and Greet Patients, escort, direct patients
- Monitor patient wait time ,distribute literature
- Engage patients in conversation and/or activities
- Alert staff to patient concerns
- Visit patients in the waiting rooms and infuusion
- Deliver snacks
- Help with computer resources
- Data entry and filing as needed
- Warm, friendly, compassionate person.

Necessary Skills

- **Recruitment Schedule: Students**
- 3hr shifts avail in Fall & Spring. 4-6hrs shifts avail Summer & Winter break
- Contact Supervisor: - April-May for Summer. June-July for Fall. Sept-Oct for Winter.
- Nov-Dec for Spring

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.



Colorectal Surgery HSC HSC 18-046

Supervisor: Maryann Reiss

Telephone: 444-2704

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 am to 5:00 pm |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8 am to 5:00 pm |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8 am to 5:00 pm |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8 am to 5:00 pm |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8 am to 5:00 pm |
| Saturday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input type="radio"/> No | |

Duties

- Chart archiving
- Scanning
- Help with mail and paperwork
- Filing and light computer duties

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.



Core Lab

UH Level 3 Room 651

Supervisor: Debbie Pollard

Telephone: Please contact via email

This position is open to all volunteers.

Volunteers are needed on these days and at these hours.

- Monday Yes No
Tuesday Yes No
Wednesday Yes No
Thursday Yes No
Friday Yes No
Saturday Yes No
Sunday Yes No

Duties

- Transport lab samples from the ED Stat Lab to the Hematology & Chemistry departments

Necessary Skills

- **Contact via e-mail:**
- **Deborah. Pollard@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.



Dentistry Spring SESSION One Day Sign-up January 21 South Campus

Supervisor: rachel.vinci@stonybrookmedicine.edu

Telephone: e-mail only see above address

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 10-1 & 2-5
- Tuesday Yes No 10-1 & 2-5
- Wednesday Yes No 10-1 & 2-5
- Thursday Yes No 10-1 & 2-5
- Friday Yes No
- Saturday Yes No
- Sunday Yes No

Duties

- Volunteers will OBSERVE ONLY. No Hands-On Care
- First 4 weeks will begin with General Practice Residency Program.
- Rotation of specialty programs is for four weeks each.
- Specialty programs offered are Periodontics, Orthodontics, Pediatrics
- Volunteers are accepted at the start of each semester ONLY
- Background Check must be done by Volunteer Services prior to dental orientation date
- Volunteers must email 1st & 2nd time slot choice between the hours of 8:30am-5pm on Jan 21st
- Included in the request must be: full name, phone number and e-mail address
- Requests via phone will not be accepted - e-mail only starting @ 8:30 am
- Applicants must be medically cleared and have attended volunteer orientation prior to emailing

Necessary Skills

- One time slot per volunteer per week will be granted based on availability
- Once your request has been reviewed you will be sent an e-mail
- The acceptance e-mail will include: approved time slot & orientation info
- Orientation is 2/4/2020

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.



Distribution/Transport Hospital Level 1

Supervisor: Olga Batista

Telephone: 444-2980

This position is open to all volunteers.

Volunteers are needed on these days and at these hours.

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

Duties

- Moving, Delivering, and Round-up of equipment
- Cleaning equipment
- Specimen delivery

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.



Emergency Management HSC Level 1 Room 143

Supervisor: Connie Kraft

Telephone: 631-444-9074

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 | 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

- Labeling and preparing envelopes for publications
- Checking items on spreadsheets
- Bring finished items to hospital units
- Clerical tasks

Necessary Skills

- General office 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.



Employee Health & Wellness

U H - L 8, Rm. 140

Supervisor: Mary Paciella

Telephone: 444-8187

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

Duties

- Answering telephones
- Alphabetizing and filing charts.
- Pull medical charts
- Preparing charts for upcoming Residents

Necessary Skills

- Good command of the alphabet
- Bend & reach into file cabinets

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 Service Level 1 Hospital

Supervisor: Kathleen Carrozza

Telephone: 444-9020

This position is open to all volunteers.

Volunteers are needed on these days and at these hours.

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

Duties

- Roll silverware
- Fold Menus
- Cut and Distribute flyers for menu specials
- Distribute department surveys to patients

Necessary Skills

- Ability to interact with patients

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



Gastroenterology Clinic 3 Technology Drive, Suite 300

Supervisor: Edie Janus

Telephone: 631-444-5221

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

Duties

- Making appointments
- Confirming appointments for procedures

Necessary Skills

- IDX and Filing
- Medical Terminology
- Personable

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: 444-4210

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

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

Volunteers are needed on these days and at these hours.

- | | | | |
|-----------|--------------------------------------|-------------------------------------|---------|
| 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 work space
- Assisting the therapist setting up equipment for patient treatment.
- Cleaning whirl pools
- Clerical
- 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.



Healthcare Epidemiology

U H - L1, Rm 716

Supervisor: Melinda Hochberg-Arroyo

Telephone: 444-7430

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

Duties

- Work in an office, not with patients.
- Photo copying.
- Sorting & filing.

Necessary Skills

- Conscientious, keep confidentiality, organized.

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



Heart Center UH L5

Supervisor: Tracy Ledger or Donna Kreamer

Telephone: 444-3302 or 444-8324

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

Duties

- Staff the Reception Desk
- Provide directions to patients and families with appointments within Heart Center
- Assist unit clerk with clerical tasks
- Answer Telephone

Necessary Skills

- 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.



Heart Center Administration UH 12 North

Supervisor: Omar Blagrove

Telephone: 631-637-0145

This position is open to all volunteers.

Volunteers are needed on these days and at these hours.

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

Duties

- Clerical tasks and run errands from 12 North to the 5th floor Heart Center

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.



HOPE Program Hospital/HSC

Supervisor: Yvonne Speckels

Telephone: 444-5250

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

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

Volunteers are needed on these days and at these hours.

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|-----------|--------------------------------------|--------------------------|--------------|
| Monday | <input type="radio"/> Yes | <input type="radio"/> No | Sept to June |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 2:30-6:30pm |
| Wednesday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Thursday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Friday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Saturday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input type="radio"/> No | |

Duties

- Assist with mentoring High School students who are in enrolled in the HOPE program
- Accompany students on tours and lectures

Necessary Skills

- Ability to work with teenagers
- Excellent opportunity for college students

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.



Infusions - Oncology Chemo MART Level 6

Supervisor: Anielka Perez - Nurse Manager

Telephone: 631-637-2538

This position is open to Juniors Volunteers (14-17 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 am - 6:30 pm |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8 am - 6:30 pm |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8 am - 6:30 pm |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8 am - 6:30 pm |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8 am - 6:30 pm |
| Saturday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input type="radio"/> No | |

Duties

- Answer phones, make copies, filing
- Scan paperwork, keep office supplies inventory
- Keep nursing station neat - keep waiting area neat

Necessary Skills

- Some computer skills needed

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.



Language Assistance Services Hospital-Wide

Supervisor: Roseanna Ryan

Telephone: 444-2880

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

Duties

- Visit newly admitted patients who are designated as requiring language assistance services
- Verify that they have a dual handset phone in their close proximity, that works, and that they know they have access to an interpreter

Necessary Skills

- Bilingual- Spanish speaking

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 Medicine

Medicine - Outpatient

205 Belle Meade Rd. East Setauket

Supervisor: Chris Pidgeon, RN, Nurse Manager

Telephone: 444-5297

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 | 8am - 6pm |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8am - 6pm |
| 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 type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input type="radio"/> No | |

Duties

- Preparing mailings
- Transporting charts
- Other clerical duties as needed

Necessary Skills

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



Medicine-Gastroenterology HSC-T17-060

Supervisor: Beth Jaronczyk

Telephone: 631-444-2119

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

- Compile Divisional data on to an Excel spreadsheet
- Confirm Clinic / Endoscopy schedules

Necessary Skills

- Knowledge of Excel

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 In-Patient 13N Hospital

Supervisor: Joanna Foley

Telephone: 444-1741 or 917-647-4139

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

Duties

- Visit with patients, stocking supplies
- Clerical duties, filing

Necessary Skills

- **Afternoon hours only**
- Good for anyone with an interest in neuroscience patients

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



Neuropsychology 14 Technology Drive

Supervisor: Thomas Preston or Ekaterine Panagiotakopoulou

Telephone: 631-444-8053

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 | 11-4 |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 11-4 |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 11-4 |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 11-4 |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 11-4 |
| Saturday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input type="radio"/> No | |

Duties

- Answer calls and take messages
- Confirm appointments
- Help with obtaining insurance authorizations
- Assemble patient charts

Necessary Skills

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



Nursing 17 South Hospital 17 South MICU

Supervisor: Samantha Zelli

Telephone: samantha.zelli@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 | 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 checked="" type="radio"/> Yes | <input type="radio"/> No | Flexible |
| Sunday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | Flexible |

Duties

- Stocking Isolation Carts
- Stocking Supplies
- Make deliveries when the tube system is down

Necessary Skills

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



Nursing- Surgical In-Patient Services 8N-015 (8W3-9W2-9W1-8BN-14S-9N)

Supervisor: Jessica Monti

Telephone: 631-444-9189

This position is open to all volunteers.

Volunteers are needed on these days and at these hours.

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

Duties

- Filing and File systems/Assemble Admission/Discharge Packets
- Assist with unit based improvements; stocking equipment & supplies
- Nursing station support
- Clean equipment

Necessary Skills

- Pick-up and deliver supplies and records
- Pick-up mail

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.



Nutrition (Family Med) Rooftop Garden HSC L3 Room 086

Supervisor: Annemarie Ng, MS RD annemarie.ng@stonybrookmedicine.edu

Telephone:

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
Tuesday Yes No
Wednesday Yes No
Thursday Yes No
Friday Yes No
Saturday Yes No
Sunday Yes No

Duties

- Planting, harvesting, fertilizing, weeding & watering of vegetables on the rooftop farm
- This is mostly a seasonal position with the majority of hours taking place from May to October
- Application of organic insecticides to garden
- Assist in kids "Farm-to-Table" cooking workshop scheduled for 6 days during the summer
 - Set up cooking Station
 - Assist in recipe preparations
 - Clean up after each days cooking workshop
- Ability to work outside under variable weather conditions.
- **Contact annemarie.ng@stonybrookmedicine.edu for more information**

Necessary Skills

- Farming skills or willingness to learn
- Able to lift a minimum of 25 pounds
- Other duties as assigned.
- Volunteers able to commit to a minimum of 3 hours on Monday 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.



OB/GYN

HSC T9 065

Supervisor: Asti Heller

Telephone: 638-1501

This position is open to all volunteers.

Volunteers are needed on these days and at these hours.

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

Duties

- Supporting the Gynecology Oncology Division preparing patient charts
- Filing patient information in their charts
- Filing charts
- Preparing packets with information for 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.



Office of Continuing Medical Education HSC Level 2 - Room 142

Supervisor: Myra Intoci

Telephone: 444-2094

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 | <input checked="" type="radio"/> Yes | <input type="radio"/> No | flexible hours M-F |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | |
| Saturday | <input type="radio"/> Yes | <input checked="" type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input checked="" type="radio"/> No | |

Duties

- Photocopying invoices
- Filing evaluations & attendance for CME programs
- Data entry of attendance
- Event mailings for various CME programs
- Assist with creating mail merge and powerpoint presentations
- Attend CME program events and assist with registration

Necessary Skills

- Knowledge of Word, Excel, and Powerpoint would be helpful

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.



PACU

Level 4 Hospital/ 04L5

Supervisor: Catherine.Jannace@stonybrookmedicine.edu

Telephone: see email above

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

Volunteers are needed on these days and at these hours.

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

Duties

- Help clean bedspots inbetween patients
- Communicate with families in the waiting room and escort them to the unit
- Get ice pops and blankets for nurses to distribute to patients
- Helping hands to the staff and families

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.



Pathology

U H - L 2

Supervisor: Natasha Hope

Telephone: 444-2221

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

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

Volunteers are needed on these days and at these hours.

- | | | | |
|-----------|--------------------------------------|-------------------------------------|---------|
| Monday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8am-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 checked="" type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input checked="" type="radio"/> No | |

Duties

- Retrieve and file patient microscope slides and parafin blocks.
- Distribute supplies to laboratories.
- Wash laboratory glassware.
- Transport patient specimens.
- Various clerical duties.

Necessary Skills

- High school level science.

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.



Pathology

Basic Science Tower/ Level 9 Room 140

Supervisor: Candiano Rienzie/ Patricia Liggan

Telephone: 631-444-3009-631-444-3000

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

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

Volunteers are needed on these days and at these hours.

- Monday Yes No
Tuesday Yes No
Wednesday Yes No
Thursday Yes No
Friday Yes No
Saturday Yes No
Sunday Yes No

Duties

- assist with phones and reception area
- Filing
- Copying forms and letters
- Assist with file cleaning
- Help with mailing

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

U H - L 5

Supervisor: Faye Morris

Telephone: 444-2592

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

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

Volunteers are needed on these days and at these hours.

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

Duties

- Alphabetize loose papers for scanning in an electronic filing system
- Limited patient contact in this office
- Distribute mail and organize mail boxes
- Scan department/patient regulatory documents
- Assist with mailing labels and photocopying
- Organize inventory/supply closets

Necessary Skills

- Mature person looking for long term assignment
- Professional attire and behavior - no jeans
- Computer skills preferred
- Detail orientated with excellent 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 Advocacy Hospital Wide

Supervisor: Roseanna Ryan

Telephone: 444-2880

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

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

Volunteers are needed on these days and at these hours.

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

Duties

- Visit patients on the 2nd day of their admission
- Introduce self, orient patients to their room: phone, tv, etc.
- Note any patient concerns on a rounding log, follow-up with patient's nurse as appropriate

Necessary Skills

- 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: 444-6973

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 | 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 checked="" type="radio"/> Yes | <input type="radio"/> No | flexible |
| Sunday | <input checked="" type="radio"/> Yes | <input 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 working knowledge of computers/tablet devices ex. IPADS
- Good working knowledge of internet and web site navigation
- Good working knowledge of internet email services ex. Yahoo! Gmail, Outlook, AOL

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



Physical Therapy (In-Patient)

U H - 14th floor

Supervisor: Jennifer Reinhardt

Telephone: 444-2620

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 8am-6pm
- Wednesday Yes No 8am-6pm
- Thursday Yes No 8am-6pm
- Friday Yes No 8:00am-1:00pm only
- Saturday Yes No
- Sunday Yes No

Duties

- Preparation and cleaning of PT treatment area (stock linens and supplies)
 - Clean equipment (example: stairs, mat, tables, walkers, hydrotherapy tanks, etc.)
 - Assist with clerical work as needed (ex. answer phones, file, photocopy, data entry)
 - Provide assistance to the Physical and/or Occupational Therapist and assistants with pt care
 - Transport of supplies and equipment
 - Assist with patient transport (ex. pushing IV pole, oxygen cart, etc.)
-
- Must Call Supervisor prior to applying to Volunteer Program Availability is limited
 - Recruitment is three times a year only: July for September, November for January, April for June

Necessary Skills

- This program is reserved for students intending to apply to PT school only
- Ability to follow instructions correctly and pay attention to detail.
- Use appropriate judgment and exhibit mature behavior

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 (Out-Patient)

33 Research Way - Tech Park, East Setauket

Supervisor: Jennifer Kreppein or Margaret Economos

Telephone: 444-4240

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-7:30pm
Tuesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	8 am-7:30pm
Wednesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	8 am-7:30pm
Thursday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	8 am-7:30pm
Friday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	8 am-7:30pm
Saturday	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Sunday	<input type="radio"/> Yes	<input checked="" type="radio"/> No	

Duties

- This volunteer position is designed to introduce the individual to the Physical Therapy profession at a hospital-based, outpatient department. Volunteers will have the opportunity to understand the roles and responsibilities of Physical Therapy.
- To observe physical therapy treatment programs, as administered by a physical therapist and/or physical therapy assistant.
- To assist the clinical staff with patient care as appropriately trained.
- To assist in the cleaning and preparation of patient treatment areas.
- To attend educational sessions given by Physical Therapist Assistants on topics pertaining to physical therapy.
- To assist with clerical duties. Re: photocopying, filing as needed.

Necessary Skills

- Volunteers will be trained on necessary skills required to perform job duties.

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 Level 4 Hospital

Supervisor: Michael Murphy/ Michelle Niemann

Telephone: 444-1002

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

Duties

- Assemble paperwork and put in envelopes
- Make charts, labels, Welcome & Discharge packets
- Make patient belongings bags with gown, hat and slippers
- Put away paper/clerical supplies in back shelves and organize stock
- Wipe down equipment, prepare stretchers
- Escort patients and families into unit
- Distribute magazines, read to patients or keep company with patients if patient desires
- Assist with stocking patient nourishment and make deliveries of such to patients
- Provide support to the Nursing Station

Necessary Skills

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



Regional Perinatal Center Level 5 Room 474

Supervisor: Keisha Butler

Telephone: 444-2359

This position is open to all volunteers.

Volunteers are needed on these days and at these hours.

- | | | | |
|-----------|--------------------------------------|--------------------------|----------|
| Monday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 11am-1pm |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 11am-1pm |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 11am-1pm |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 11am-1pm |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 11am-1pm |
| Saturday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input type="radio"/> No | |

Duties

- Assemble birthing packets for Birthing Office
- Distribute packets to patients

- Light clerical duties

Necessary Skills

- basic clerical skills

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



Sleep Disorders Center

240 Middle Country Road, Smithtown, NY 11787

Supervisor: Barbara Ludwig-Cull

Telephone: 631-444-2579

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

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

Volunteers are needed on these days and at these hours.

- Monday Yes No 7pm-9:30PM
- Tuesday Yes No 7pm-9:30PM
- Wednesday Yes No 7pm-9:30PM
- Thursday Yes No 7pm-9:30PM
- Friday Yes No
- Saturday Yes No
- Sunday Yes No 7pm-9:30PM

Duties

- Answer phones and take messages
- Pull patient charts for daytime clinic
- Make copies of patient records and box charts for transport to archives
- Assit with inventory control
- Use Word and Excel programs to create reports
- 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 if the Volunteer is on the unit in the evening.

Necessary Skills

- Filing, some computer skills
- Detail oriented
Excellent 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.



Speech & Hearing

33 Research Way - Tech Park ,East Setauket

Supervisor: Kathleen McCloskey or Alicia Prankevicius

Telephone: 444-4191

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 | 8:30am-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

- Typing using Microsoft word.
- Filing/Copying
- Answering phones.
- Assisting staff with scheduling.
- Patient observation is available for those interested.

Necessary Skills

- Good interpersonal and organization skills.
- Some experience with Microsoft word.

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.



Stepping On Peer Leader Local community events

Supervisor: Kristi Ladowski

Telephone: 631-444-8385

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 | Daytime event |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | Daytime event |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | Daytime event |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | Daytime event |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | Daytime event |
| Saturday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input type="radio"/> No | |

Duties

- Assit with Stepping On workshop - sessions are once a week for 7 weeks
- Demonstrate a commitment and a belief in falls prevention
- Demonstrate strength and balance excercises to group participants.

Necessary Skills

- 60 years of age or older
- Must receive training in advance to satisfy requirements of a "Stepping On" peer leader.
- Training sessions are held once a week and are 7 weeks in duration

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.



Supply Management Level 1

Supervisor: Karen Wolfer

Telephone: 444-1430

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 | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 7 am- 3:30 pm / 8am |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 7 am- 3:30 pm / 8am |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 7 am- 3:30 pm / 8am |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 7 am- 3:30 pm / 8am |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 7 am- 3:30 pm / 8am |
| Saturday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input type="radio"/> No | |

Duties

- Deliver various supplies to departments/patient care areas throughout the hospital

Necessary Skills

- Must be able to lift 5lbs- 10lbs

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 Waiting Room

UH Level 4

Supervisor: Chris DiRusso

Telephone: 631-4875081

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

Duties

- Escort family members to recovery area to visit patient
- Wiping of chairs and flat surfaces to maintain a clean environment
- Dispose of waste left behind in proper receptacles (newspapers, paper cups, etc.)
- Answer phones
- File paperwork
- Transport equipment
- Stock Supplies

Necessary Skills

- Call during business hours only M-F 9am-5pm
- Do not call after hours, weekends, or holidays
- No text messages will be accepted.

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/Surgery Hospital 9N-30

Supervisor: Kristi Ladowski

Telephone: 631-444-8385

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 | AM & Afternoon |
| Tuesday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Wednesday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | AM& Afternoon |
| Friday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Saturday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input type="radio"/> No | |

Duties

- Organize and maintain supplies for community programs
- Update and distribute program materials
- Collect & enter program information
- Make phone calls
- Other clerical duties as assigned to support injury prevention programs

- No patient interaction

Necessary Skills

- Must be comfortable using a computer and internet use

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 Medicine

Urology - Outpatient
24 Research Way, E. Setauket, NY/ Suite 500

Supervisor: Anne Klassert
Telephone: 631-444-9712

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

Duties

- Prepare pre-op and educational packets
- Filing
- Shredding

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.