



## 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**  Yes  No 8:30am - Noon  
**Tuesday**  Yes  No  
**Wednesday**  Yes  No 8:30am - Noon  
**Thursday**  Yes  No 8:30am - Noon  
**Friday**  Yes  No  
**Saturday**  Yes  No  
**Sunday**  Yes  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.



## 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 Administration HSC Deans Office / Level 4-Rm182

**Supervisor:** Lauren Cutaia

**Telephone:** 631-444-8067

**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.

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

- Data Entry
- Scanning
- Copying

### Necessary Skills

- Computer Skills

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



## Cancer Patient Advocacy Cancer Center Building - 2nd floor

**Supervisor:** Linda Bily linda.bily@stonybrookmedicine.edu

**Telephone:** 638-0004

**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

### Necessary Skills

- Warm, friendly, compassionate person.
- **Recruitment Schedule: Students**
- 3hr shifts avail in Fall & Spring. 4-6hrs shifts avail Summer & Winter break
- Contact Supervisor: May-June for Summer. Aug-Sept for Fall. Nov-Dec for Winter.

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## Core Lab

UH Level 3 Room 651

**Supervisor:** Sherin Guirguis

**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:**
- **Sherin.Guirguis@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.



## Distribution/Transport Hospital Level 1

**Supervisor:** Terry Turner

**Telephone:** 444-7750

**This position is open to all volunteers.**

Volunteers are needed on these days and at these hours.

- Monday**  Yes  No Flexible  
**Tuesday**  Yes  No “  
**Wednesday**  Yes  No “  
**Thursday**  Yes  No “  
**Friday**  Yes  No “  
**Saturday**  Yes  No “  
**Sunday**  Yes  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 Department UH Level 4

**Supervisor:** Jacqueline Jerome

**Telephone:** 631-388-2757

**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 2pm-10pm
- Tuesday**  Yes  No 2pm-10pm
- Wednesday**  Yes  No 2pm-10pm
- Thursday**  Yes  No 2pm-10pm
- Friday**  Yes  No 2pm-10pm
- Saturday**  Yes  No
- Sunday**  Yes  No

### Duties

- Respond to call bell lights
- Comfort rounds on patients
- Inform families of hospital amenities: cafeteria, parking, Starbucks
- Obtain food tray when permitted
- Distribution of ED brochures to families and patients
- Offer families chance to go to restroom, cafeteria, fresh air, and stay with patient for short period of time.
- Stock supplies: wall mounted isolation bins, hand sanitizer
- Supervisor email: jacqueline.jerome@stonybrookmedicine.edu

### Necessary Skills

- Upbeat & friendly attitude
- Ability to interact with all types of people and value the difference of all people.
- Must be able to cope effectively with stressful situations and time constraints in

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 700

**Supervisor:** Sandra L. Brown RN Nurse Manager

**Telephone:** 631-444-5257

**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 | 8:30am-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

- Helping with filing patients charts
- Making appointments

### Necessary Skills

- IDX and Filing
- Medical Terminology
- Good with people

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.



## Gift Shop

U H - L 5

**Supervisor:**

**Telephone:** 444-3133

**This position is open to all volunteers.**

Volunteers are needed on these days and at these hours.

- |                  |                                      |                          |        |
|------------------|--------------------------------------|--------------------------|--------|
| <b>Monday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8-8:30 |
| <b>Tuesday</b>   | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8-8:30 |
| <b>Wednesday</b> | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8-8:30 |
| <b>Thursday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8-8:30 |
| <b>Friday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8-8:30 |
| <b>Saturday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10-6   |
| <b>Sunday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10-6   |

### Duties

- Maintaining store cleanliness
- Stocking shelves with candy and merchandise
- Unpacking boxes from new deliveries
- Make deliveries to patients
- Assisting in inventory audits and perform physical inventory
- Assisting in merchandising the store
- Organizing backroom and merchandise

### Necessary Skills

- A friendly and welcoming manner at all times.

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## 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.

- |                  |                                      |                                     |         |
|------------------|--------------------------------------|-------------------------------------|---------|
| <b>Monday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | 8am-6pm |
| <b>Tuesday</b>   | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | 8am-4pm |
| <b>Wednesday</b> | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | 8am-6pm |
| <b>Thursday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | 8am-6pm |
| <b>Friday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | 8am-6pm |
| <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

- 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.



## 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**  Yes  No  
**Tuesday**  Yes  No  
**Wednesday**  Yes  No  
**Thursday**  Yes  No  
**Friday**  Yes  No  
**Saturday**  Yes  No  
**Sunday**  Yes  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.

- Monday**  Yes  No  
**Tuesday**  Yes  No  
**Wednesday**  Yes  No  
**Thursday**  Yes  No 9am - Noon  
**Friday**  Yes  No  
**Saturday**  Yes  No  
**Sunday**  Yes  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.

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

- Assist with mentoring High School students who are 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.



## Information Desk/Elevator Lobby UH Level 5

**Supervisor:** Kara Delaney

**Telephone:** 444-7686

**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.

- |                  |                                      |                          |                |
|------------------|--------------------------------------|--------------------------|----------------|
| <b>Monday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 7am - 8:30pm   |
| <b>Tuesday</b>   | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 7am - 8:30pm   |
| <b>Wednesday</b> | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 7am - 8:30pm   |
| <b>Thursday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 7am - 8:30pm   |
| <b>Friday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 7am - 8:30pm   |
| <b>Saturday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10am- 8:30 pm  |
| <b>Sunday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10 am- 8:30 pm |

### Duties

- Educate visitors on use of elevators
- Assist with directions
- Issue Visitor passes
- Deliver amenities to patients
- Greet visitors at info desk

### Necessary Skills

- Big smile & good attitude
- Good communication skills
- Ability to stand at elevator core for two hour shift

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.

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





## 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.

- |                  |                                      |                          |           |
|------------------|--------------------------------------|--------------------------|-----------|
| <b>Monday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8am - 6pm |
| <b>Tuesday</b>   | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8am - 6pm |
| <b>Wednesday</b> | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8am - 6pm |
| <b>Thursday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8am - 6pm |
| <b>Friday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8am - 6pm |
| <b>Saturday</b>  | <input type="radio"/> Yes            | <input type="radio"/> No |           |
| <b>Sunday</b>    | <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.

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



## 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.

- |                  |                                      |                          |      |
|------------------|--------------------------------------|--------------------------|------|
| <b>Monday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 11-4 |
| <b>Tuesday</b>   | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 11-4 |
| <b>Wednesday</b> | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 11-4 |
| <b>Thursday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 11-4 |
| <b>Friday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 11-4 |
| <b>Saturday</b>  | <input type="radio"/> Yes            | <input type="radio"/> No |      |
| <b>Sunday</b>    | <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:** Lisa Velardi

**Telephone:** Lisa.Velardi@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 | 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 checked="" type="radio"/> Yes | <input type="radio"/> No | Flexible |
| <b>Sunday</b>    | <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 19N - Medical Oncology 19N & 17N Hospital

**Supervisor:** Joyce Wiehe

**Telephone:** 444-8294

**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

- Assemble information and place in file folders
- Assemble information and place in discharge packets
- Photocopy
- Assemble binder
- Filing
- Help clinical assistants with transport of ice water or magazines to patients
- Help with stocking glove and gown boxes located in hallway outside patients room
- Patient Contact: reading, talking, running errands; keeping company upon patient desire
- Light filing, assembling binders, organize sulppies, errands, and creation of admission/ discharge packets
- Your assistance can be as varied or limited as you would like

### Necessary Skills

- Ability to follow 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.



## Nutrition (Family Med) Rooftop Garden HSC L3 Room 086

**Supervisor:** Annemarie Ng, MS RD

**Telephone:** 444-8245

**This position is open to all volunteers.**

Volunteers are needed on these days and at these hours.

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

### Duties

- Planting, Harvesting and watering of vegetables on roof top farm
- Weeding
- Fertilizing produce on farm
- Application of organic insecticides to garden

### Necessary Skills

- Farming skills
- Able to lift a minimum of 25 pounds

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 (Out Patient) Tech Park, East Setauket

**Supervisor:** Carol Grosch

**Telephone:** 444-4240

**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 as needed  
**Tuesday**  Yes  No as needed  
**Wednesday**  Yes  No as needed  
**Thursday**  Yes  No as needed  
**Friday**  Yes  No as needed  
**Saturday**  Yes  No  
**Sunday**  Yes  No

### Duties

- This assignment is for people interested in fulfilling prerequisites for OT school.
- A willingness to serve others.
- Ability to interact appropriately with all health care workers, patients of varied diagnoses, socioeconomic and cultural backgrounds.
- Ability to follow instructions correctly
- Demonstrate an appropriate response to constructive criticism, as well as appropriate judgment and mature behavior.
- Assist the therapist/staff with departmental needs such as answering phones, and taking messages, clerical work.
- Cleaning up and obtaining equipment.

### 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**  Yes  No flexible hours M-F
- Tuesday**  Yes  No
- Wednesday**  Yes  No
- Thursday**  Yes  No
- Friday**  Yes  No
- Saturday**  Yes  No
- Sunday**  Yes  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**  Yes  No
- Tuesday**  Yes  No
- Wednesday**  Yes  No
- Thursday**  Yes  No
- Friday**  Yes  No
- Saturday**  Yes  No 6AM-9PM
- Sunday**  Yes  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.



## Palliative Care Hospital wide

**Supervisor:** Grace LaTorre/Cynthia Cooke

**Telephone:** 631-444-2292

**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 -6pm |
| <b>Tuesday</b>   | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10am -6pm |
| <b>Wednesday</b> | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10am -6pm |
| <b>Thursday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10am -6pm |
| <b>Friday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10am -6pm |
| <b>Saturday</b>  | <input type="radio"/> Yes            | <input type="radio"/> No |           |
| <b>Sunday</b>    | <input type="radio"/> Yes            | <input type="radio"/> No |           |

### Duties

- Ability to interact and communicate with patients at end of life or seriously ill.
- Offer compassionate support and companionship during the patient's vulnerable trajectory in the hospital and sometimes during their dying stages.

### Necessary Skills

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



## Palliative Care Administration HSC Level 15 Room 053

**Supervisor:** Grace LaTorre/Cynthia Cooke

**Telephone:** 631-444-2292

**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.

- |                  |                                      |                          |           |
|------------------|--------------------------------------|--------------------------|-----------|
| <b>Monday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10am -6pm |
| <b>Tuesday</b>   | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10am -6pm |
| <b>Wednesday</b> | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10am -6pm |
| <b>Thursday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10am -6pm |
| <b>Friday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10am -6pm |
| <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 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.



## 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.

- |                  |                                      |                                     |         |
|------------------|--------------------------------------|-------------------------------------|---------|
| <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 checked="" type="radio"/> No |         |
| <b>Sunday</b>    | <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 Liqgan

**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:** Maria Maquire

**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.

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

- Alphabetize loose papers for scanning in an electronic filing system
- Pick up scanned patient charts at nursing stations in the Emergency Room
- Assemble the chart for courier to pickup and bring to medical records
- Scan department/patient regulatory documents
- Assist with mailing labels and photocopying
- Organize inventory/supply closets
- Distribute mail and organize mail boxes
- Limited patient contact in this office

### 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.

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

### Duties

- Visit patients on various nursing units and provide education on the Patient Portal
- Assist patients with registering for the Stony Brook Medicine Patient Portal

### 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.





## Pediatrics/Child Life

UH 11th Floor

**Supervisor:** Mike Attard

**Telephone:** 444-3840

**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 type="radio"/> Yes            | <input checked="" type="radio"/> No |                      |
| <b>Wednesday</b> | <input type="radio"/> Yes            | <input checked="" type="radio"/> No |                      |
| <b>Thursday</b>  | <input type="radio"/> Yes            | <input checked="" type="radio"/> No |                      |
| <b>Friday</b>    | <input type="radio"/> Yes            | <input checked="" type="radio"/> No |                      |
| <b>Saturday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | limited availability |
| <b>Sunday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | limited availability |

### Duties

- Interact and provide supervision of children in playroom setting
- Provide bedside activities and companionship
- Help clean toys and equipment and maintain a safe environment in playroom
  
- Speak with supervisor to discuss current openings
- Must be available throughout the holiday seasons
- SBU students who go home/away during intersession are not eligible

### Necessary Skills

- Reliable and Responsible
- Good inter-personal skills
- Good communication and social skills
- Follow 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.



## 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 Krepplein 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.

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

- 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-Operative Services

1320 Stony Brook Road Suite E

**Supervisor:** Amelia Williams

**Telephone:** 444-9246

**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.

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

### Duties

- Help with patient flow and relations
- Clerical : filing, chart preparation, answering phones
- Stocking supplies
- Please Note: Very busy clinic

### Necessary Skills

- Good Interpersonal skills
- Computer skills a plus

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.



## Quality Measurement & Analytics 31 Research Way Suite 100

**Supervisor:** Elisa Horbatuk

**Telephone:** 631-444-4492

**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 | 8:30am -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 |             |
| <b>Saturday</b>  | <input type="radio"/> Yes            | <input type="radio"/> No |             |
| <b>Sunday</b>    | <input type="radio"/> Yes            | <input type="radio"/> No |             |

### Duties

- Review queries in existing databases to identify the queries and sequences that map to final report content
- Assist with loading data to database as received from services in a range of formats
- Generate reports as needed

### Necessary Skills

- Database querying skills.
- Problem solving, investigative mindset
- 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.



## Radiology Outpatient Holding UH Level 4

**Supervisor:** Pamela Furlong

**Telephone:** 444-2506

**This position is open to all volunteers.**

Volunteers are needed on these days and at these hours.

- |                  |                                      |                          |            |
|------------------|--------------------------------------|--------------------------|------------|
| <b>Monday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8am-1:30pm |
| <b>Tuesday</b>   | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8am-1:30pm |
| <b>Wednesday</b> | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8am-1:30pm |
| <b>Thursday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8am-1:30pm |
| <b>Friday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8am-1:30pm |
| <b>Saturday</b>  | <input type="radio"/> Yes            | <input type="radio"/> No |            |
| <b>Sunday</b>    | <input type="radio"/> Yes            | <input type="radio"/> No |            |

### Duties

- Assit making charts
- Answer telephones
- Escort patients from waiting area to patient care area
- Distribute warm blankets and snacks to patients
- Provide directions to families: waiting room, cafeteria, restrooms,etc
- Stocking supplies
- Assit with transporting discharged patients
- Delivering specimens

### Necessary Skills

- Must be 16 years of age or older

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.

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

- |                  |                                      |                                     |            |
|------------------|--------------------------------------|-------------------------------------|------------|
| <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 checked="" type="radio"/> No |            |
| <b>Sunday</b>    | <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.

- |                  |                                      |                          |               |
|------------------|--------------------------------------|--------------------------|---------------|
| <b>Monday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | Daytime event |
| <b>Tuesday</b>   | <input checked="" type="radio"/> Yes | <input type="radio"/> No | Daytime event |
| <b>Wednesday</b> | <input checked="" type="radio"/> Yes | <input type="radio"/> No | Daytime event |
| <b>Thursday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No | Daytime event |
| <b>Friday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | Daytime event |
| <b>Saturday</b>  | <input type="radio"/> Yes            | <input type="radio"/> No |               |
| <b>Sunday</b>    | <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:** Patti Ann Depasquale

**Telephone:** 444-2629

**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 7 am- 3:30 pm / 8am
- Tuesday**  Yes  No 7 am- 3:30 pm / 8am
- Wednesday**  Yes  No 7 am- 3:30 pm / 8am
- Thursday**  Yes  No 7 am- 3:30 pm / 8am
- Friday**  Yes  No 7 am- 3:30 pm / 8am
- Saturday**  Yes  No
- Sunday**  Yes  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.

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

- 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.

- |                  |                                      |                          |                |
|------------------|--------------------------------------|--------------------------|----------------|
| <b>Monday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | AM & Afternoon |
| <b>Tuesday</b>   | <input type="radio"/> Yes            | <input type="radio"/> No |                |
| <b>Wednesday</b> | <input type="radio"/> Yes            | <input type="radio"/> No |                |
| <b>Thursday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No | AM& Afternoon  |
| <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

- 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.



## 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**  Yes  No 8:30a-5p  
**Tuesday**  Yes  No 8:30a-5p  
**Wednesday**  Yes  No 8:30a-5p  
**Thursday**  Yes  No 8:30a-5p  
**Friday**  Yes  No 8:30a-5p  
**Saturday**  Yes  No  
**Sunday**  Yes  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.