

Department

Admitting (In-Patient)

Location of Assignment

U H - L 5

Supervisor

Maria Maquire

Phone Number

444-2592

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Scanning patients records
- Completing Mailing Packets
- Xerox (copy) forms
-
-
-
-
-
-
-

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.

Necessary Skills

- Pleasant and courteous manner with patients.
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-

	Day	Yes	No	Hours
Days and Hours Volunteers Needed	Monday	<input checked="" type="radio"/>	<input type="radio"/>	9am-4pm
	Tuesday	<input checked="" type="radio"/>	<input type="radio"/>	9am-4pm
	Wednesday	<input checked="" type="radio"/>	<input type="radio"/>	9am-4pm
	Thursday	<input checked="" type="radio"/>	<input type="radio"/>	9am-4pm
	Friday	<input checked="" type="radio"/>	<input type="radio"/>	9am-4pm
	Saturday	<input type="radio"/>	<input checked="" type="radio"/>	
	Sunday	<input type="radio"/>	<input checked="" type="radio"/>	

Department

Ambulatory Surgery Center

Location of Assignment

Ambulatory Surgery Building within walking distance of hospital bldg

Supervisor

Ellen M. Boyd

Phone Number

444-8849

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Assist with making charts, labels, welcome packets, discharge packets.
- 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
- Stock supplies in the business area.
- Bi-lingual a plus
- No clinical or surgical related tasks. No operating room access
- Limited patient contact in patient care areas

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.

Necessary Skills

- Mature person looking for long term assignment
- Ability to read paperwork.
- Good communication skills

Days and Hours
Volunteers Needed

	Day	Hours
Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No	8 - noon / 9am-3 pm
Tuesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	9-3
Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	9-3
Thursday	<input checked="" type="radio"/> Yes <input type="radio"/> No	8 - noon / 9-3 pm
Friday	<input checked="" type="radio"/> Yes <input type="radio"/> No	8 - noon / 9-3 pm
Saturday	<input type="radio"/> Yes <input type="radio"/> No	
Sunday	<input type="radio"/> Yes <input type="radio"/> No	

Department

Anesthesia - Pre-Operative Services

Location of Assignment

1320 Stony Brook Road Suite E

Supervisor

Christine Bode or Dr. Richman

Phone Number

444-9246

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

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

Necessary Skills

- Good Interpersonal skills
- Computer skills a plus
-

Days and Hours Volunteers Needed	Day	Hours
	Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No 9-5
	Tuesday	<input checked="" type="radio"/> Yes <input type="radio"/> No 9-5
	Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No 9-5
	Thursday	<input checked="" type="radio"/> Yes <input type="radio"/> No 9-5
	Friday	<input checked="" type="radio"/> Yes <input type="radio"/> No 9-5
	Saturday	<input type="radio"/> Yes <input type="radio"/> No
	Sunday	<input type="radio"/> Yes <input type="radio"/> No

Department

Bariatrics & Metabolic Weight Loss

Location of Assignment

9N & HSC Level 18 Room 040

Supervisor

Patricia Friedman

Phone Number

631-444-7298

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Volunteer will help filing
- Chart organization
- Creating educational materials
- Photo coping
- Scanning medical records
-
-
-
-
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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.

Necessary Skills

Days and Hours Volunteers Needed	Day		Hours
	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
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	

Department

CACU

Location of Assignment

UH Level 5

Supervisor

Sandra Bacchus

Phone Number

444-1385

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Assemble Dishcharge Packets
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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.

Necessary Skills

Days and Hours Volunteers Needed	Day	Hours
	Monday	<input type="radio"/> Yes <input type="radio"/> No
	Tuesday	<input checked="" type="radio"/> Yes <input type="radio"/> No 9am-1pm
	Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No 9am-1pm
	Thursday	<input type="radio"/> Yes <input type="radio"/> No
	Friday	<input checked="" type="radio"/> Yes <input type="radio"/> No 9am-1pm
	Saturday	<input type="radio"/> Yes <input type="radio"/> No
	Sunday	<input type="radio"/> Yes <input type="radio"/> No

Department

Cancer Center Administration

Location of Assignment

HSC Deans Office / Level 4-Rm182

Supervisor

Lauren Cutaia

Phone Number

631-444-8067

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Data Entry
- Scanning
- Copying
-
-
-
-
-
-
-

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Necessary Skills

- Computer Skills
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Days and Hours
Volunteers Needed

	Day		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		

Department

Cancer Center Nutrition

Location of Assignment

Cancer Center Level 2

Supervisor

Jennifer Fitzgibbon

Phone Number

638-0851

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Visit oncology patients and solicit for nutrition issues and/or provide educational materials
- Maintain inventory of nutritional supplements and complete provided inventory sheets
- Organize nutrition education
- Make weekly phone calls to specified patients and complete a question list for each patient
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-
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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.

Necessary Skills

	Day	Hours
Days and Hours Volunteers Needed	Monday <input type="radio"/> Yes <input checked="" type="radio"/> No	
	Tuesday <input checked="" type="radio"/> Yes <input type="radio"/> No	9am-2pm Cancer Cntr
	Wednesday <input checked="" type="radio"/> Yes <input type="radio"/> No	9am-12noon Cancer Cntr
	Thursday <input checked="" type="radio"/> Yes <input type="radio"/> No	9am-12noon Hospital
	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	

Department

Cancer Services Waiting Area

Location of Assignment

Cancer Center Building - 2nd floor

Supervisor

Linda Bily linda.bily@stonybrookmedicine.edu

Phone Number

638-0004

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

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
-
- **Recruitment Schedule:**
- 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. January-Feb 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.

Necessary Skills

- Warm, friendly, compassionate person.
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-

Days and Hours
Volunteers Needed

	Day	Hours
Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No	8:30-4:00
Tuesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	same
Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	same
Thursday	<input checked="" type="radio"/> Yes <input type="radio"/> No	same
Friday	<input checked="" type="radio"/> Yes <input type="radio"/> No	same
Saturday	<input type="radio"/> Yes <input type="radio"/> No	
Sunday	<input type="radio"/> Yes <input type="radio"/> No	

Department

Care Management

Location of Assignment

Level 1 room 793 UH

Supervisor

Lynn Lettieri

Phone Number

444-3564

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Filing
- Transport charts to medical record.
- Answering Phones
- Looking up information in hospital system
- Faxing/ Copying
- Data Entry
- Special Project
-
-
-

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.

Necessary Skills

- Courteous and Friendly
- Basic Computer Skills Required
-

	Day		Hours
Days and Hours Volunteers Needed	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	

Department

Child Psych/Recreational Therapy

Location of Assignment

12N

Supervisor

Karen M. Diers, CTRS

Phone Number

631-444-1250

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Assist RT during activity
- Assist patients in completing tasks
- Light office work and assist in maintenance of activity areas
- Process before and after group with RT
- Assisting patient on completing task
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-
-
-
-

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.

Necessary Skills

- Have a typed paragraph of activity and goals of the group
- Have sample of the finished activity
-

Days and Hours
Volunteers Needed

	Day	Hours
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 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	

Department

Clinical Education

Location of Assignment

14 Technology Drive

Supervisor

Kathleen Gorman

Phone Number

444-5291

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Filing educational records for the Division of Nursing
- Make photocopies
- Maintain confidentiality of employee/staff records
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-
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-
-

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.

Necessary Skills

- Must be able to arrange documents in alphabetical order
- Must be able to lift file boxes
- Must comply with HIPPA regulations

Days and Hours Volunteers Needed	Day	Hours
	Monday <input checked="" type="radio"/> Yes <input type="radio"/> No	8:30 -5pm
	Tuesday <input checked="" type="radio"/> Yes <input type="radio"/> No	8:30 -5pm
	Wednesday <input checked="" type="radio"/> Yes <input type="radio"/> No	8:30 -5pm
	Thursday <input checked="" type="radio"/> Yes <input type="radio"/> No	8:30 -5pm
	Friday <input checked="" type="radio"/> Yes <input type="radio"/> No	8:30 -5pm
	Saturday <input type="radio"/> Yes <input type="radio"/> No	
	Sunday <input type="radio"/> Yes <input type="radio"/> No	

Department

Clinical Transformation

Location of Assignment

Clark House

Supervisor

Tammie Wethers

Phone Number

631-444-1338

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Sort and scan training material into the computer
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-
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-
-

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.

Necessary Skills

- Basic computer and scanning skills
-
-

Days and Hours
Volunteers Needed

	Day		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 type="radio"/> No		
Sunday	<input type="radio"/> Yes <input type="radio"/> No		

Department

Colorectal Surgery

Location of Assignment

HSC T18 Room 051

Supervisor

Maryann Reiss

Phone Number

444-2704

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Pull patient charts for clinic appointments
- Alphabetize loose papers for filing
- File patinet charts
-
-
-
-
-
-
-

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.

Necessary Skills

- Ability to alphabetize
- Ability to understand instructions
-

	Day	Yes	No	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		

Days and Hours
Volunteers Needed

Department

Core Lab

Location of Assignment

UH Level 3 Room 651

Supervisor

Deborah Pollard

Phone Number

Please contact via email

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

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

Necessary Skills

- **Contact via e-mail:**
- **deborah.pollard@stonybrookmedicine.edu**
-

Days and Hours
Volunteers Needed

	Day		Hours
Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No		after 4pm
Tuesday	<input checked="" type="radio"/> Yes <input type="radio"/> No		after 4pm
Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No		after 4pm
Thursday	<input checked="" type="radio"/> Yes <input type="radio"/> No		after 4pm
Friday	<input checked="" type="radio"/> Yes <input type="radio"/> No		after 4pm
Saturday	<input checked="" type="radio"/> Yes <input type="radio"/> No		after 4pm
Sunday	<input checked="" type="radio"/> Yes <input type="radio"/> No		after 4pm

Department

Dentistry -Summer Recruitment 5/18/15 - 5/22/15

Location of Assignment

South Campus

Supervisor

Margaret.Bakos@stonybrookmedicine.edu

Phone Number

e-mail only see above address

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

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
- Medical Clearance & Background Check must be done by Volunteer Services prior to dental orientation date
- Volunteers must email 1st and 2nd time slot choice between the hours of 8:30am -5pm 5/18 to 5/22
- Included in the request must be: full name, phone number and e-mail address
- Requests via phone will not be accepted - e-mail only
-

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.

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

Days and Hours
Volunteers Needed

	Day		Hours
Monday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	10-1 & 2-5
Tuesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	10-1 & 2-5
Wednesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	10-1 & 2-5
Thursday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	10-1 & 2-5
Friday	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Saturday	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Sunday	<input type="radio"/> Yes	<input checked="" type="radio"/> No	

Department

Dermatology Clinic

Location of Assignment

181 Belle Meade Rd, Tech Park

Supervisor

Barbara Bergey

Phone Number

444-4271

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Make Shave Kits
- Organize inventory/supply closets
- Prepare exam rooms

- Make copies
-
-
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-
-
-

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.

Necessary Skills

-
-

Days and Hours
Volunteers Needed

	Day		Hours
Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No		8:30-5:30
Tuesday	<input checked="" type="radio"/> Yes <input type="radio"/> No		same
Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No		same
Thursday	<input checked="" type="radio"/> Yes <input type="radio"/> No		8:30-6:30
Friday	<input checked="" type="radio"/> Yes <input type="radio"/> No		8:30-5:30
Saturday	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Sunday	<input type="radio"/> Yes <input checked="" type="radio"/> No		

Department

Financial Services

Location of Assignment

U.H. L5 Cashier's Office

Supervisor

Doris Fehrenbach

Phone Number

444-7545

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Collecting papers for the department.
- Labeling folders for the department.
- Dropping off forms for patients to sign.
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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.

Necessary Skills

Days and Hours Volunteers Needed	Day	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 checked="" type="radio"/> Yes <input type="radio"/> No
	Sunday	<input checked="" type="radio"/> Yes <input type="radio"/> No

Department

Food Service

Location of Assignment

Level 1 Kitchen and All Nursing Units

Supervisor

Barbara Delfyett

Phone Number

444-9131

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Assist Ambassadors with delivering patient meals
- Replenish dietary floor stock on units
- Interact with patients to asses needs
- Deliver menus to patients
- Clean pantries and remove trays throughout meal service
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-
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-
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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.

Necessary Skills

- Good communication skills
- Requires travel from level 1 to all patient units
- Hepatitis A vaccine required - will be provided free of charge if volunteer does

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

Days and Hours
Volunteers Needed

Department

Gastroenterology Clinic

Location of Assignment

3 Technology Drive, Suite 700

Supervisor

Sandra L. Brown RN Nurse Manager

Phone Number

631-444-5257

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Helping with filing patients charts
- Making appointments
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-
-

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.

Necessary Skills

- IDX and Filing
- Medical Terminology
- Good with people

Days and Hours
Volunteers Needed

	Day		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		

Department

Hand Therapy

Location of Assignment

14 Technology Dr - Suite 5, Tech Park,

Supervisor

Anita Dantzig or Evan Ludin

Phone Number

444-4210

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

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
-
-
-
-
-

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.

Necessary Skills

- Good Communication
- Ability to work with a team
- Professional behavior

	Day		Hours
Days and Hours Volunteers Needed	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 checked="" type="radio"/> No	
	Sunday	<input type="radio"/> Yes <input checked="" type="radio"/> No	

Department

Healthcare Epidemiology

Location of Assignment

U H - L1, Rm 716

Supervisor

Francina Singh/Terrie Gardiner

Phone Number

4-7430

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

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

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.

Necessary Skills

- Conscientious, keep confidentiality, organized.
-
-

Days and Hours
Volunteers Needed

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

Department

Heart Center

Location of Assignment

UH L5

Supervisor

Tracy Ledger or Donna Kreamer

Phone Number

444-3302 or 444-8324

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

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

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.

Necessary Skills

- Good Communication Skills
-
-

Days and Hours
Volunteers Needed

	Day	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	

Department

HOPE Program

Location of Assignment

Hospital/HSC

Supervisor

Yvonne Speckels

Phone Number

444-5250

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

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

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.

Necessary Skills

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

	Day	Hours
Days and Hours Volunteers Needed	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	

Department

Imaging Department

Location of Assignment

Cancer Center/Imaging Building

Supervisor

Charles Mazzaresse/Anna

Phone Number

638-0601 (Anna)

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Direct Patients to locations within the building for their appointments
- Assist with mailings, stuff envelopes
- Sort and distribute 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.

Necessary Skills

- good communication skills
-
-

Days and Hours
Volunteers Needed

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

Department

Immunology Lab

Location of Assignment

UH Level 3 Room 700

Supervisor

Kenneth O'Sullivan

Phone Number

444-2373

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Transport Specimens
- Assist with various clerical duties ex. filing, copying, mailings
- Answer telephones
-
-
-
-
-
-
-

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.

Necessary Skills

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

Days and Hours
Volunteers Needed

Department

Information Desk/Elevator Lobby

Location of Assignment

UH Level 5

Supervisor

James Williams

Phone Number

444-7686

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

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

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.

Necessary Skills

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

	Day	Yes	No	Hours
Monday	<input checked="" type="radio"/> Yes	<input type="radio"/> No		8:30-4:30 pm
Tuesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No		2pm--8:30 pm
Wednesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No		8:30-8:30 pm
Thursday	<input checked="" type="radio"/> Yes	<input type="radio"/> No		8:30-8:30 pm
Friday	<input type="radio"/> Yes	<input checked="" type="radio"/> No		
Saturday	<input checked="" type="radio"/> Yes	<input type="radio"/> No		11 am- 8:30 pm
Sunday	<input checked="" type="radio"/> Yes	<input type="radio"/> No		11 am- 8:30 pm

Days and Hours
Volunteers Needed

Department

Information Technology Administration

Location of Assignment

HSC Level 4 Room 202

Supervisor

Ann Mittleman

Phone Number

444-7994

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Clerical Duties - Copies, filing, data entry
- Basic spread sheet
-
-
-
-
-
-
-
-

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.

Necessary Skills

Days and Hours Volunteers Needed	Day	Hours
	Monday <input checked="" type="radio"/> Yes <input type="radio"/> No	12-4pm
	Tuesday <input type="radio"/> Yes <input type="radio"/> No	
	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	

Department

Medicine - Outpatient

Location of Assignment

205 Belle Meade Rd. East Setauket

Supervisor

Chris Pidgeon, RN, Nurse Manager

Phone Number

444-5297

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

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

Necessary Skills

	Day	Yes	No	Hours
Days and Hours Volunteers Needed	Monday	<input checked="" type="radio"/>	<input type="radio"/>	8am - 6pm
	Tuesday	<input checked="" type="radio"/>	<input type="radio"/>	8am - 6pm
	Wednesday	<input checked="" type="radio"/>	<input type="radio"/>	8am - 6pm
	Thursday	<input checked="" type="radio"/>	<input type="radio"/>	8am - 6pm
	Friday	<input checked="" type="radio"/>	<input type="radio"/>	8am - 6pm
	Saturday	<input type="radio"/>	<input type="radio"/>	
	Sunday	<input type="radio"/>	<input type="radio"/>	

Department

Medicine-Gastroenterology

Location of Assignment

HSC-T17-060

Supervisor

Beth Jaeonczyk

Phone Number

631-444-2119

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

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

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.

Necessary Skills

- Knowledge of Excel
-
-

Days and Hours
Volunteers Needed

	Day		Hours
Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No		8:30a-5:00p
Tuesday	<input checked="" type="radio"/> Yes <input type="radio"/> No		8:30a-5:00p
Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No		8:30a-5:00p
Thursday	<input checked="" type="radio"/> Yes <input type="radio"/> No		8:30a-5:00p
Friday	<input checked="" type="radio"/> Yes <input type="radio"/> No		8:30a-5:00p
Saturday	<input type="radio"/> Yes <input type="radio"/> No		
Sunday	<input type="radio"/> Yes <input type="radio"/> No		

Department

Nursing - 18 N&S

Location of Assignment

18N/18S

Supervisor

Jessica Monti

Phone Number

631 444-9189

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Filing and File Systems
- Assist with unit based improvements.
- Assemble admission/discharge packets.
- Fill literature displays.
- Stocking equipment/ supplies
- Nursing station support
- Patient companion
-
-
-

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.

Necessary Skills

	Day	Hours
Days and Hours Volunteers Needed	Monday <input type="radio"/> Yes <input checked="" type="radio"/> No	
	Tuesday <input checked="" type="radio"/> Yes <input type="radio"/> No	1pm-7pm
	Wednesday <input checked="" type="radio"/> Yes <input type="radio"/> No	4-7pm
	Thursday <input checked="" type="radio"/> Yes <input type="radio"/> No	7am-1pm 4-7pm
	Friday <input type="radio"/> Yes <input checked="" type="radio"/> No	
	Saturday <input type="radio"/> Yes <input checked="" type="radio"/> No	
	Sunday <input type="radio"/> Yes <input checked="" type="radio"/> No	

Department

OB/GYN

Location of Assignment

HSC T9 065

Supervisor

Darlene Swords

Phone Number

631-444-3987

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

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

Necessary Skills

	Day	Hours
Days and Hours Volunteers Needed	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	

Department

Office of Continuing Medical Education

Location of Assignment

HSC Level 2 - Room 142

Supervisor

Myra Intoci

Phone Number

444-2094

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

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
-
-
-
-

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.

Necessary Skills

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

	Day		Hours
Days and Hours Volunteers Needed	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	

Department

Operating Room

Location of Assignment

Level 4 Hospital

Supervisor

Chris DiRusso/ Darryl Meade

Phone Number

631-487-5081/ 631-487-2869

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Filling paper work
- Organizing areas of the O.R.
- Transporting specimens/blood
- Wiping down beds
- Stocking supplies
-
-
-
-
-

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.

Necessary Skills

Days and Hours
Volunteers Needed

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

Department

Pain Management Center

Location of Assignment

Cancer Center/Imaging Building

Supervisor

Diane Towler

Phone Number

638-0750

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- File charts
- Pull charts for messages and next days appointments.
- Photocopying.
- Misc. clerical 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.

Necessary Skills

- JUNIOR VOLUNTEERS MUST BE AT LEAST 16 YEARS OF AGE.
- Expertise in alphabetizing.
- Detail oriented.

Days and Hours
Volunteers Needed

	Day	Hours
Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No	any 2-3 1/2 days per wk.
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	

Department

Pathology

Location of Assignment

U H - L 2

Supervisor

Natasha Hope

Phone Number

444-2221

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

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

Necessary Skills

- High school level science.
-
-

Days and Hours
Volunteers Needed

	Day		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		

Department

Patient Education

Location of Assignment

Various Hospital Units

Supervisor

Rose Cardin, MSN, RN

Phone Number

444-6973

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

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
-
-
-
-
-
-
-
-

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.

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,

Days and Hours Volunteers Needed	Day	Hours
	Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No 2-5pm
	Tuesday	<input checked="" type="radio"/> Yes <input type="radio"/> No 2-5pm
	Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No 2-5pm
	Thursday	<input checked="" type="radio"/> Yes <input type="radio"/> No 2-5pm
	Friday	<input checked="" type="radio"/> Yes <input type="radio"/> No 2-5pm
	Saturday	<input checked="" type="radio"/> Yes <input type="radio"/> No 2-5pm
	Sunday	<input checked="" type="radio"/> Yes <input type="radio"/> No 2-5pm

Department

Pre-Surgical Admissions

Location of Assignment

Hospital Level 4

Supervisor

Michelle Nieman/Henni Lucas

Phone Number

444-1002

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Assemble paperwork and put in envelopes
- Assemble packets of paperwork and paper clip together
- Keep paperwork corner stocked and iorganized for duties
- Put away paper / clerical supplies in back shelves
- Make patient belonging bags with gown, hat and slippers
- Keep supplies stocked and organized for such
-
-
-
-

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.

Necessary Skills

Days and Hours Volunteers Needed	Day	Hours
	Monday <input checked="" type="radio"/> Yes <input type="radio"/> No	11AM-3PM
	Tuesday <input checked="" type="radio"/> Yes <input type="radio"/> No	11AM-3PM
	Wednesday <input checked="" type="radio"/> Yes <input type="radio"/> No	11AM-3PM
	Thursday <input checked="" type="radio"/> Yes <input type="radio"/> No	11AM-3PM
	Friday <input checked="" type="radio"/> Yes <input type="radio"/> No	11AM-3PM
	Saturday <input type="radio"/> Yes <input type="radio"/> No	
	Sunday <input type="radio"/> Yes <input type="radio"/> No	

Department

Radiation Oncology

Location of Assignment

U H - L 2, Rm. 643

Supervisor

Robin Avidor

Phone Number

444-2210

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Assist with filing of medical records.
- Process patient charge summaries.
- Data entry
-
-
-
-
-
-
-

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

Necessary Skills

- Accurate.
- Mature.
- Reliable.

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

Days and Hours
Volunteers Needed

Department

Regional Perinatal Center

Location of Assignment

Level 5 Room 474

Supervisor

Keisha Butler

Phone Number

444-2359

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

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

- Light clerical 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.

Necessary Skills

- basic clerical skills
-
-

Days and Hours
Volunteers Needed

	Day		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		

Department

School of Nursing/ Undergraduate Dept.

Location of Assignment

HSC Level 2, Room 211A

Supervisor

Kathy Miller

Phone Number

631-444-3216

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Answering phones
- Filing
- Typing
- Sending E-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.

Necessary Skills

- Computer Software Experience
-
-

	Day	Yes	No	Hours
Monday	<input type="radio"/>	Yes	<input type="radio"/>	
Tuesday	<input type="radio"/>	Yes	<input type="radio"/>	
Wednesday	<input type="radio"/>	Yes	<input type="radio"/>	
Thursday	<input checked="" type="radio"/>	Yes	<input type="radio"/>	10:00am-2:00pm
Friday	<input checked="" type="radio"/>	Yes	<input type="radio"/>	10:00am-2:00pm
Saturday	<input type="radio"/>	Yes	<input type="radio"/>	
Sunday	<input type="radio"/>	Yes	<input type="radio"/>	

Days and Hours
Volunteers Needed

Department

Sleep Disorders Center

Location of Assignment

240 Middle Country Road, Smithtown,

Supervisor

Candiano Rienzie, Barbara Ludwig-Cull

Phone Number

631-444-2579

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- File Charts and mail Sleep Disorder Center's MDs dictated notes to referring physicians
- Answer phones and take messages
- Pull patient charts for nighttime testing and 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.

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.

Necessary Skills

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

	Day	Yes	No	Hours
Monday	<input checked="" type="radio"/>	Yes	<input type="radio"/> No	9AM-9:30PM
Tuesday	<input checked="" type="radio"/>	Yes	<input type="radio"/> No	9AM-9:30PM
Wednesday	<input checked="" type="radio"/>	Yes	<input type="radio"/> No	9AM-9:30PM
Thursday	<input checked="" type="radio"/>	Yes	<input type="radio"/> No	9AM-9:30PM
Friday	<input checked="" type="radio"/>	Yes	<input type="radio"/> No	9AM-3:30PM
Saturday	<input type="radio"/>	Yes	<input type="radio"/> No	
Sunday	<input type="radio"/>	Yes	<input type="radio"/> No	

Days and Hours
Volunteers Needed

Department

Special Procedures/Radiology Out Pt.

Location of Assignment

Hospital- Level 4

Supervisor

Karen Wiederkehr

Phone Number

631-444-8039

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Take printed forms and create uniform packets for patient information /chart.
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-
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-
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-

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.

Necessary Skills

- Independently gather forms to create a complete patient chart.
-
-

Days and Hours Volunteers Needed	Day	Hours
	Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No Flex
	Tuesday	<input checked="" type="radio"/> Yes <input type="radio"/> No Flex
	Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No Flex
	Thursday	<input checked="" type="radio"/> Yes <input type="radio"/> No Flex
	Friday	<input checked="" type="radio"/> Yes <input type="radio"/> No Flex
	Saturday	<input checked="" type="radio"/> Yes <input type="radio"/> No Flex
	Sunday	<input checked="" type="radio"/> Yes <input type="radio"/> No Flex

Department

Supply Management

Location of Assignment

Level 1

Supervisor

Michelle Correiri

Phone Number

444-2629

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

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

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.

Necessary Skills

- Must be able to lift 5lbs- 10lbs
-
-

Days and Hours
Volunteers Needed

	Day	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	

Department

Support Services/Distribution Services

Location of Assignment

UH L1

Supervisor

Martha Colwell

Phone Number

444-7701

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Round up equipment not in use
- Assist with the transportation of broken equipment

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Necessary Skills

Days and Hours
Volunteers Needed

	Day		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 type="radio"/> No		
Sunday	<input type="radio"/> Yes <input type="radio"/> No		

Department

Surgery Clinic

Location of Assignment

37 Research Way, Tech Park

Supervisor

Kathleen Volpe

Phone Number

444-4277

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Filing
-
-
-
-
-
-
-
-
-

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.

Necessary Skills

- Basic alphabetizing
-
-

Days and Hours
Volunteers Needed

	Day		Hours
Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No	8:30 - 5	
Tuesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	same	
Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	same	
Thursday	<input checked="" type="radio"/> Yes <input type="radio"/> No	same	
Friday	<input checked="" type="radio"/> Yes <input type="radio"/> No	same	
Saturday	<input type="radio"/> Yes <input type="radio"/> No		
Sunday	<input type="radio"/> Yes <input type="radio"/> No		

Department

Surgical Oncology

Location of Assignment

HSC T18-065

Supervisor

Sarina Toscano

Phone Number

444-8086

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Filing
- Photocopying medical records
- data entry

- Faxing
- Mailing
-
-
-
-
-

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.

Necessary Skills

Days and Hours Volunteers Needed	Day	Hours
	Monday <input checked="" type="radio"/> Yes <input type="radio"/> No	9-5
	Tuesday <input checked="" type="radio"/> Yes <input type="radio"/> No	9-5
	Wednesday <input checked="" type="radio"/> Yes <input type="radio"/> No	9-5
	Thursday <input checked="" type="radio"/> Yes <input type="radio"/> No	9-5
	Friday <input checked="" type="radio"/> Yes <input type="radio"/> No	9-5
	Saturday <input type="radio"/> Yes <input type="radio"/> No	
	Sunday <input type="radio"/> Yes <input type="radio"/> No	

Department

Transport Services

Location of Assignment

Level 1 Room 761

Supervisor

Brian Holmes/ John Manzella

Phone Number

631-444-2980

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Move-deliver/retrieve Patient Care Equipment throughout the hospital
- Operate service elevators & clean equipment
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-
-
-
-
-
-
-

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.

Necessary Skills

Days and Hours Volunteers Needed	Day	Hours
	<input checked="" type="radio"/> Yes <input type="radio"/> No	Flex Hours
Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No	Flex Hours
Tuesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	Flex Hours
Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	Flex Hours
Thursday	<input checked="" type="radio"/> Yes <input type="radio"/> No	Flex Hours
Friday	<input checked="" type="radio"/> Yes <input type="radio"/> No	Flex Hours
Saturday	<input checked="" type="radio"/> Yes <input type="radio"/> No	Flex Hours
Sunday	<input checked="" type="radio"/> Yes <input type="radio"/> No	Flex Hours

Department

Urology

Location of Assignment

HSC T9 -040

Supervisor

Lora Dempsey

Phone Number

444-2348/444-1916

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Copy machine and collating invoices
- Filing and pulling charts
- Folding brochures
-
-
-
-
-
-
-

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.

Necessary Skills

- Attention to detail.
- Able to follow simple directions
-

Days and Hours Volunteers Needed	Day	Hours
	Monday <input checked="" type="radio"/> Yes <input type="radio"/> No	8:30 - 5:00
	Tuesday <input checked="" type="radio"/> Yes <input type="radio"/> No	same
	Wednesday <input checked="" type="radio"/> Yes <input type="radio"/> No	same
	Thursday <input checked="" type="radio"/> Yes <input type="radio"/> No	same
	Friday <input checked="" type="radio"/> Yes <input type="radio"/> No	same
	Saturday <input type="radio"/> Yes <input checked="" type="radio"/> No	
	Sunday <input type="radio"/> Yes <input checked="" type="radio"/> No	

Department

Urology - Outpatient

Location of Assignment

24 Research Way, E. Setauket, NY/

Supervisor

Anne Klassert

Phone Number

631-444-9712

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

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

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.

Necessary Skills

Days and Hours Volunteers Needed	Day	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	