



## Cancer Center- Clinical Trials Office MART (Cancer Center Bldg)

**Supervisor:** Ryan Washington

**Telephone:** ryan.washington@stonybrookmedicine.edu/631-216-2970

**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 type="radio"/> No |         |
| <b>Sunday</b>    | <input type="radio"/> Yes            | <input type="radio"/> No |         |

### Duties

- Scanning records from older clinical trials into a digital format

### Necessary Skills

- Must be able to pick up at least 5 lbs
- Computer knowledge to scan and save documents
- Excel knowledge to add information to an existing document
- Able to be left alone to complete tasks without supervision after being trained

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



## Cancer Center- Clinical Trials Office Hospital Pavilion

**Supervisor:** Ryan Washington

**Telephone:** ryan.washington@stonybrookmedicine.edu/631-216-2970

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Volunteers are needed on these days and at these hours.

- |                  |                                      |                                     |             |
|------------------|--------------------------------------|-------------------------------------|-------------|
| <b>Monday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | 9:30a-4:30p |
| <b>Tuesday</b>   | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | 9:30a-4:30p |
| <b>Wednesday</b> | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | 9:30a-4:30p |
| <b>Thursday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | 9:30a-4:30p |
| <b>Friday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | 9:30a-4:30p |
| <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
- Access patient files in EMR and find specific notes or test results
- Items are printed/downloaded and entered into a file for the patient in a different database

### Necessary Skills

- Computer literacy

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.



## Cardiology- Cardiac Testing Suite

Advanced Specialty Care, 3 Edmund D Pelegrino Rd

**Supervisor:** Matineh Hassanzadeh

**Telephone:** matineh.hassanzadeh@stonybrookmedicine.edu, 631-444-3310

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

### Duties

- Greeting patients and directing them to the appropriate area
- Assisting patients that require wheelchairs from their car to the appropriate area
- Assisting ambulances that are bringing patients to the appropriate area
- Help walking patients that require assistance to the appropriate areas
- Direct patients to appropriate staff member when needed

### Necessary Skills

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## Clinical Education

14 Technology Dr Suite 1

**Supervisor:** Annie Martinsen

**Telephone:** [annie.martinsen@stonybrookmedicine.edu](mailto:annie.martinsen@stonybrookmedicine.edu)/631-444-4146

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

Volunteers are needed on these days and at these hours.

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

### Duties

- Filing
- photocopying
- making class folders
- data entry

### Necessary Skills

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



## Dermatology

1320 Stony Brook Road Bldg F, Suite 200

**Supervisor:** Terri Toronto

**Telephone:** terri.toronto@stonybrookmedicine.edu/631-444-4268

**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 1pm-3pm  
**Tuesday**  Yes  No 1pm-3pm  
**Wednesday**  Yes  No 1pm-3pm  
**Thursday**  Yes  No  
**Friday**  Yes  No  
**Saturday**  Yes  No  
**Sunday**  Yes  No

### Duties

- Basic administrative tasks, including:
- Process referral letters from a weekly log to referring providers of new & existing patients of the practice
- Adding one year patient reminders to the scheduling maintenance system
- Process reminder letters (snail mail, email, portal) monthly from a list
- **CURRENT ACTIVE VOLUNTEERS WHO ARE GOING TO**
- **BE STAYING ON CAMPUS FOR THE SUMMER ARE NEEDED**
- Based on applicant's day(s) of availability, might be at 500 Commack Rd, Commack (Suite 102) location one day a week

### 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.



## Feeding Assistant- Clinical Nutrition

Office location HSC Lvl 3 Suite 086

**YOU MUST BE FULLY CLEARED/ONBOARDED BY VOLUNTEER SERVICES BEFORE CALLING THIS DEPT**

**Supervisor:** Erica Derby- 631-444-3540

**Telephone:** karina.martinez@stonybrookmedicine.edu

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

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

Volunteers are needed on these days and at these hours.

- Monday  Yes  No 11am-2pm
- Tuesday  Yes  No 11am-2pm
- Wednesday  Yes  No 11am-2pm
- Thursday  Yes  No 11am-2pm
- Friday  Yes  No 11am-2pm
- Saturday  Yes  No
- Sunday  Yes  No

### Duties

- Assist with feeding patients as appropriate, i.e. provide small bites of food and sips of beverage
- Identifies patient and meal tray according to establish protocol - Name & DOB
- Engage patient in conversation as appropriate
- Set up tray appropriately; open containers
- Contacts patient's nurse/CNA if patient not appropriate for volunteer feeder; ex. if patient demonstrates signs of difficulty or if patient refuses assistance
- Facilitate ordering next meal if appropriate
- Verbally reports off to RN, CNA, and/or RD on each patient fed
- **DO NOT CALL THIS DEPT UNLESS YOU ARE FULLY CLEARED BY VOLUNTEER SERVICES**

### Necessary Skills

- Willing to engage with patients
- Must be able to follow detailed directions
- MUST BE FULLY CLEARED AND ONBOARDED BY VOLUNTEER SERVICES BEFORE CALLING THIS DEPARTMENT

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



## Food & Nutrition Patient Services Level 1 Hospital Kitchen

**Supervisor:** Kathleen Carrozza

**Telephone:** kathleen.logsdoncarrozza@stonybrookmedicine.edu/631-513-9356

**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 12pm-6:30pm, Flexible  
**Tuesday**  Yes  No 12pm-6:30pm, Flexible  
**Wednesday**  Yes  No 12pm-6:30pm, Flexible  
**Thursday**  Yes  No 12pm-6:30pm, Flexible  
**Friday**  Yes  No 12pm-6:30pm, Flexible  
**Saturday**  Yes  No  
**Sunday**  Yes  No

### Duties

- Navigate hospital to meet with patients who use the dining services
- Conduct patient satisfaction surveys and input answers electronically on an iPad
- Surveys consist of a series of yes/no and number scale rated questions
- Review the surveys with supervisor highlighting any concerns
- Face to face interactions with patients is required

### Necessary Skills

- Communication skills due to speaking with patients

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



## Food and Retail Services Hospital Kitchen - Level 1

**Supervisor:** Kathleen Carrozza

**Telephone:** kathleen.logsdoncarrozza@stonybrookmedicine.edu

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

Volunteers are needed on these days and at these hours.

- Monday**  Yes  No 8 am to 8 pm
- Tuesday**  Yes  No 8 am to 8 pm
- Wednesday**  Yes  No 8 am to 8 pm
- Thursday**  Yes  No 8 am to 8 pm
- Friday**  Yes  No 8 am to 8 pm
- Saturday**  Yes  No
- Sunday**  Yes  No

### **Duties**

- Roll silverware in napkins to use on patient trays
- Surveying patients about their meals including handing out questionnaires

### **Necessary Skills**

- Must be able to work in a loud, commercial kitchen which can be intimidating at times

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





## Food Farmacy

### Cancer Center, Level 6

**Supervisor:** Marlo Dombroff & Cara Cohen (see below)

**Telephone:** see below

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

Volunteers are needed on these days and at these hours.

- Monday**    Yes    No   8am to 5pm
- Tuesday**    Yes    No   8am to 5pm
- Wednesday**    Yes    No   8am to 5pm
- Thursday**    Yes    No   8am to 5pm
- Friday**    Yes    No   8am to 5pm
- Saturday**    Yes    No
- Sunday**    Yes    No

#### Duties

- Record new donations & food items, create patient accounts in Pantrysoft software.
- Regularly track inventory of food pantry by organizing, sorting, and stocking items.
- Rotate goods using “first in, first out” procedures, regularly check expiration dates
- Clean, organize, sort and stock items and check out items using barcodes
- Assist patients in selecting food items and provide additional community resource info
- Help organize hospital and community food drives; Other duties as assigned.
- **Contact: Marlo Dombroff- [marlo.dombroff@stonybrookmedicine.edu](mailto:marlo.dombroff@stonybrookmedicine.edu)**
- **Available Wednesday & Thursday Only : pack and deliver food to inpatient rooms and interview patients to collect and document medical history, diet, food preferences**
- **Assist in the pickup of food orders from local food banks (this may include driving SBU Vans to pick up location)**
- **For the additional duties involving inpatient interaction on Wed & Thursday ONLY contact: [foodfarmacy@stonybrookmedicine.edu](mailto:foodfarmacy@stonybrookmedicine.edu)**

#### Necessary Skills

- Ability to lift 20lbs., Uphold client confidentiality; Treat patients with respect & dignity.
- Willingness to learn new computer software, such as Powerchart, Qualtrics and PantrySoft software.
- Excellent organizational, teamwork, and communication skills required.

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



## HELP Program - Hospital Elder Life Medicine Floors

**Supervisor:** Rose Cardin

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

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

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

Volunteers are needed on these days and at these hours.

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

### Duties

- Hospital Elder Life Program (HELP) for vulnerable patients age 65 years and older
- Complete *My Story* card to learn about patient social history & preferred therapeutic activities
- Ensure patient is safe by keeping room tidy and comfortable; report any hazards
- Assist with use of TV control as needed
- Provide comfort activities to patients to keep them mentally stimulated during their hospitalization
- Assist patients with reading from the food menu/Assist with ordering food for them
- Offer relaxation and guide meditation to reduce patient anxiety
- Ensure patient has personal belongings bag
- Report any changes in patients condition to nursing staff

### Necessary Skills

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## Neurology - Stroke Support Group UH

**Supervisor:** Marret Anderson

**Telephone:** Marret.anderson@stonybrookmedicine.edu

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

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

Volunteers are needed on these days and at these hours.

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

### Duties

- Must be a stroke survivor who has participated in the SB Stroke Support Group
- for at least 6 months and who has demonstrated the ability to be a good listener

### Necessary Skills

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



## Occupational Therapy UH Level 14 - Room 100

**Supervisor:** Clarissa Buencamino

**Telephone:** Clarissa.buencamino@stonybrookmedicine.edu

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

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

Volunteers are needed on these days and at these hours.

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

### Duties

- Observation of Occupational Therapy staff during patient treatment sessions
- Assist with managing equipment/department supplies
- Assist with maintaining and cleaning/organizing of work environment
- Clerical duties
- Answering phones
- Re-stocking supplies
- \*3 hour sessions AM or PM - Flexible hours
- You can also contact Michele Dookram at michele.dookram@stonybrookmedicine.edu

### Necessary Skills

- For students who have the intention to apply to Occupation Therapy program.

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



## Office of Continuing Medical Education HSC - Level 2 - Room 142

**Supervisor:** Myra Intoci

**Telephone:** myra.intoci@stonybrookmedicine.edu

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

Volunteers are needed on these days and at these hours.

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

### **Duties**

- Filing and Faxing
- Answering phones
- Making copies, scanning, & data entry

### **Necessary Skills**

- Word
- Excel
- Data Entry

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



## Palliative Care Hospital wide

**Supervisor:** Rohan Shah

**Telephone:** Rohan.Shah@stonybrookmedicine.edu

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

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

Volunteers are needed on these days and at these hours.

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

HSC Level 15 Room 053

**Supervisor:** Rohan Shah

**Telephone:** Rohan.shah@stonybrookmedicine.edu

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

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

Volunteers are needed on these days and at these hours.

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



## Patient Education

### Various Hospital Units

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

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

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

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

Volunteers are needed on these days and at these hours.

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

#### Duties

- Visit patients on various nursing units and provide education on the Patient Portal
- Assist patients with registering for the Stony Brook Medicine Patient Portal
- Conduct patient experience surveys with a focus on patient education for the general population, patients with heart failure, and those patients with diabetes.

#### Necessary Skills

- Good communication skills, ability to work independently once trained, reliable, dependable, ability to input data into spreadsheet and Cerner
- Good understanding of older adults, Spanish speaking preferred
- Good working knowledge of internet email services ex. Yahoo! Gmail, Outlook, AOL

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





## Patient Transport Hospital Level 1 - Room 791

**Supervisor:** Matthew Simpson

**Telephone:** Matthew.Simpson@stonybrookmedicine.edu/631-444-2980

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

### Duties

- Transport visitors and outpatients from lobby to nursing units and testing areas
- Assit transporters as 2nd Transporter
- Operate service elevator

### Necessary Skills

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



## Physical Therapy - Inpatient Hospital - Level 14S - Room 101

**Supervisor:** Allison Ahlers

**Telephone:** 631-444-2620 Allison.ahlers@stonybrookmedicine.edu

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

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

Volunteers are needed on these days and at these hours.

- Monday**  Yes  No
- Tuesday**  Yes  No 9 am to 7 pm
- Wednesday**  Yes  No 9 am to 7 pm
- Thursday**  Yes  No 9 am to 7 pm
- Friday**  Yes  No
- Saturday**  Yes  No
- Sunday**  Yes  No

### Duties

- 4 Hour Sessions per week; AM or PM for 4 months Jan - Apr, May-Aug, Sept - Dec
- Call if interested 2 months prior to start date.
- Observation of PT staff during beside evaluations & treatments of patients
- Assistance with managing equipment, linens, and related supplies
- Assistance with maintaining a safe & clean working environment
- Restocking supplies, answering phones, and 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.



## Sleep Disorders Center

240 Middle Country Road, Smithtown, NY 11787

**Supervisor:** 631-444-2573

**Telephone:** barbara.ludwig-cull@stonybrookmedicine.edu

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

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

Volunteers are needed on these days and at these hours.

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

### Duties

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

### Necessary Skills

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

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



## Sleep Disorders Center Evening (2 Locations) Smithtown or Hauppauge

**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.

- |                  |                                      |                          |                    |
|------------------|--------------------------------------|--------------------------|--------------------|
| <b>Monday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 6:30 pm to 9:30 pm |
| <b>Tuesday</b>   | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 6:30 pm to 9:30 pm |
| <b>Wednesday</b> | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 6:30 pm to 9:30 pm |
| <b>Thursday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 6:30 pm to 9:30 pm |
| <b>Friday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 6:30 pm to 9:30 pm |
| <b>Saturday</b>  | <input type="radio"/> Yes            | <input type="radio"/> No |                    |
| <b>Sunday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 6:30 pm to 9:30 pm |

### Duties

- Greet patients at the door, check name & DOB of arriving patients against schedule
- Show patients to assigned rooms, explain procedures & orient them to the unit
- Assit the technical staff during the set-up of patient sensors
- Explain paperwork & evening questionnaires to patients
- Check inventory of supplies and rotating stock on shelves
- Setting up flags for fall risks

### Necessary Skills

- NOTE: There are two locations
- Hauppauge location: 200 Motor Parkway - Building C-16
- Smithtown location: 240 Middle Country Rd
- You must indicate which location you would like

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



## Speech and Hearing 33 Research Way, East Setauket

**Supervisor:** Mary Bradley

**Telephone:** Mary.Bradley@stonybrookmedicine.edu/631-444-4088

**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 2 pm to 5 pm
- Thursday**  Yes  No
- Friday**  Yes  No 1 pm to 4 pm
- Saturday**  Yes  No
- Sunday**  Yes  No

### Duties

- Send Faxes
- Check patient scripts to make sure they are in office for the next day
- Make copies, scan
- General office organization
- Administrative set-up potentially confirmation calls

### Necessary Skills

- Organization

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



## Stony Brook Heights Rooftop Farm HSC Level 3 Room 068

**Supervisor:** Annemarie Ng, MS, RD

**Telephone:** Annemarie.Ng@stonybrookmedicine.edu

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

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

Volunteers are needed on these days and at these hours.

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

### Duties

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

### Necessary Skills

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

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



## TRAUMA/OUTREACH HOSPITAL 8N--085

**Supervisor:** Kristi Ladowski or Jacqueline Coffey

**Telephone:** Kristi.Ladowski@stonybrookmedicine.edu

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

Volunteers are needed on these days and at these hours.

- Monday**  Yes  No
- Tuesday**  Yes  No
- Wednesday**  Yes  No 10 am to 4 pm
- Thursday**  Yes  No
- Friday**  Yes  No 10 am to 4 pm
- Saturday**  Yes  No
- Sunday**  Yes  No

### Duties

- Help organize resources for and promote the Trauma Center Injury Prevention Program
- Distributing/updating flyers & other marketing materials
- Identifying other community-based programming that aligns with SMB's injury prevention efforts
- Updating program reports & attendance
- Making phone calls to community members for program information & support
- Organizing program supplies

### Necessary Skills

- Must be detail oriented and task driven
- Experience with Microsoft Word and Excel
- Customer service skills preferred

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



## Urology

24 Research Way, Suite 500, Setauket

**Supervisor:** Annie Klasserf NP

**Telephone:** anne.klassert@stonybrookmedicine.edu

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

Volunteers are needed on these days and at these hours.

- Monday**  Yes  No
- Tuesday**  Yes  No 9 am to 12 pm or 1:00 to 4 pm
- Wednesday**  Yes  No 9 am to 12 pm or 1:00 to 4 pm
- Thursday**  Yes  No 9 am to 12 pm or 1:00 to 4 pm
- Friday**  Yes  No 9 am to 12 pm or 1:00 to 4 pm
- Saturday**  Yes  No
- Sunday**  Yes  No

### Duties

- Escort Patients from waiting room to the exam room
- Assist in obtaining test results from the laboratories
- Copy and collate pre-op packets & patient education materials
- Scanning, filing

### 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.