

## VACCINE COORDINATORS ~ ROLES AND RESPONSIBILITIES

### CDC Vaccines for Children Operations Guide; Module 4 – Vaccine Management

Vaccine management is a term used to describe the storage and handling practices that should be followed by VFC providers. Vaccines must be stored properly from the time they are manufactured until the time they are administered to ensure those who receive the vaccines are protected from disease.

### VFC PROVIDER STAFFING REQUIREMENTS:

Each VFC provider must designate sufficient staff to perform proper oversight and ensure proper implementation of vaccine ordering, inventory, and storage/handling of federally purchased vaccines.

- Each facility must designate one staff member to be the **Primary Vaccine Coordinator**. This person is responsible for providing oversight for all vaccine management within the office and ensuring all vaccines are stored and handled correctly.
- Each facility must also designate at least one **Back-Up** or **Alternate Vaccine Coordinator** who **will** assume oversight responsibilities in the **absence** of the Primary Vaccine Coordinator.
- VFC providers are required to notify Immunization Service when there are changes in key staff (e.g., the Primary Vaccine Coordinator or Back-Up Vaccine Coordinator).

### VFC PROVIDER TRAINING REQUIREMENTS:

**Primary and Back-Up Vaccine Coordinators** must be fully trained on routine and emergency vaccine management policies and procedures related to vaccine shipments, storage, handling, transport and inventory management.

**Primary and Back-Up Vaccine Coordinators** must undergo annual training on VFC program requirements, including proper storage and handling. All training must be documented.

Training must occur in one of the following situations:

- During the biennial VFC compliance visit
- Attendance at a Regional Immunization Training Session
- On-line training using CDC **“You Call the Shots”** modules as described below. This training also offers Continuing Education credits at no charge. The certificate of completion should be printed and a copy kept with temperature logs.

CDC’s **“You Call the Shots”** on-line training:

<http://www.cdc.gov/vaccines/ed/youcalltheshots.htm>

Module: Vaccines for Children (VFC)-2014

(<http://www2a.cdc.gov/nip/isd/ycts/mod1/courses/vfc/ce.asp>)

Module: Vaccine Storage and Handling-2014

(<http://www2a.cdc.gov/nip/isd/ycts/mod1/courses/sh/ce.asp>)

Module: Understanding the Basics: General Recommendations on Immunizations

(<http://www2a.cdc.gov/nip/isd/ycts/mod1/courses/genrec/ce.asp>)

**Primary Vaccine Coordinator** - responsible for ensuring that all staff receives training on VFC Guidelines, proper storage/handling and vaccine administration.

### VFC PROVIDER OVERSIGHT RESPONSIBILITIES:

- Notify Immunization Service immediately of any changes in key staff (Primary or Backup Vaccine Coordinator).
- Check and record temperatures twice daily (beginning and end of each clinic day) for every vaccine storage unit and record Min/Max temperatures each day (clearing the min/max each day after reading).
- Assure refrigerator temperatures are within acceptable range: between 35° and 46° Fahrenheit (2° and 8° Celsius).
- Maintain freezer temperatures below 5° Fahrenheit (-15° Celsius).
- Take immediate action if temperatures are not within appropriate ranges (isolate/quarantine vaccine; and submit Vaccine Storage Incident Report Form (VSIR) found in Provider Resource Guide.
- Ensure that when Vaccine stock arrives that the packing slip matches the contents and that the internal temperature of the shipping container is at the appropriate temperature range for the vaccine contained within. Also ensure stock gets stored in appropriated refrigerator/freezer and the order has been received in OSIS (making sure the packing slip also matches the OSIS statement) as soon as it appears.
- Perform inventory and stock rotation routinely as recommended by Immunization Service.
- Ensure all expired vaccine is removed from storage units upon expiration date.
- Ensure that all staff utilize the Waste Log Report as instructed.
- Train and/or ensure training is provided for staff on vaccine management/storage & handling as needed (annually at a minimum). This may be done by utilizing the CDC on-line training referenced above: ***You Call the Shots***. The 3 Modules incorporate the following:
  1. Proper handling of vaccine
  2. Managing vaccine inventory
  3. Storing vaccines appropriately
  4. Stabilize temperatures
  5. Safeguard the electrical supply for vaccine storage units
  6. Accountability/the NO borrowing policy between VFC and Private stock Vaccine
  7. Proper Documentation in OSIS
  8. Emergency procedures related to the safe keeping of vaccine
- Review and perform Reminder/Recall for children and adolescents who are not up-to-date on all recommended vaccines.

**Any questions should be directed to the regional Immunization Field Consultant by contacting the local county health department or by contacting Immunization Service at 1-800-234-6196.**