

Policy & Procedure Title	Vaccine Coordinator	Issuing Date	7/17/2012
Policy & Procedure Number	6	Revision Date	04/01/2017
Policy & Procedure Approval Authority			

Policy & Procedure Summary

All providers participating in a publicly funded vaccine program are required to identify an individual to serve as the "Vaccine Coordinator" for the facility, handling all duties as listed related to the management of publicly funded vaccine. VFC providers are required to notify the Immunization Division *immediately* when there are changes in key vaccine staff, including termination of all VOMS accounts of former employees within 24 hours.

Policy Statement

Personnel, Training and Education

A primary vaccine coordinator who is responsible for ensuring that vaccines are stored and handled correctly should be assigned at each facility. Each facility is required to designate a back-up for the primary vaccine coordinator who can perform these responsibilities in the absence of the primary coordinator. The back-up coordinator must also have access to VOMS (Vaccine Ordering System). These responsibilities include, but are not limited to the following tasks:

- Conducting an annual staff training on your facility's Vaccine Management Plan and keeping a record of the training
- Participating in a compliance site visit review and/or annual educational component training
- Ordering vaccines using VOMS
- Overseeing proper receipt and storage of vaccine shipments
- Organizing vaccines within the storage unit(s)
- Temperature monitoring of the storage unit(s) at least twice daily
- Recording temperature readings
- Daily physical inspection of the storage unit(s)
- Rotating stock so that vaccine closest to its expiration date will be used first
- Monitoring expiration dates and ensuring that expired vaccine is removed from the storage unit(s) and not administered to patients
- Responding to potential temperature excursions
- Overseeing proper vaccine transport
- Maintaining all appropriate vaccine storage and handling documentation, including temperature-excursion responses
- Maintaining storage equipment and records
- Maintaining proper documentation for the Vaccines for Children (VFC) program in participating clinics

- Ensuring that designated staff is adequately trained

All personnel who handle or administer vaccines should be familiar with the routine and emergency vaccine management plans for their facility. This includes not only those who administer vaccines, but also anyone who delivers or accepts vaccine shipments and anyone who has access to the unit(s) where vaccines are stored. These plans as well as the Immunization Division policies and procedures, should be available in writing as a reference for all staff members. Vaccine storage and handling training should be provided to all new personnel who handle or administer vaccines, including temporary staff. Continuing education for staff is essential when new vaccines are stocked and when there are any changes to the storage and handling guidelines for a particular vaccine. Immunization programs often have good resources for staff training.

Annual VFC training requirement for Vaccine Coordinators

At minimum, the Vaccine Coordinator and back-up coordinator at each VFC provider office must annually complete the VFC provider educational training requirement.

- VFC compliance visits include a formal educational component and count as meeting the training requirement for the calendar year.
- Providers not scheduled to receive a VFC compliance visit during the calendar year must receive training online, by webinar, or through an in-person classroom-style presentation. Providers may receive a certificate or other written confirmation at the end of these trainings that can be used as documentation of completion.
- All trainings must be documented on the Vaccine Coordinator training log, which should be maintained in the VFC binder. This training log will be reviewed during the compliance visit.
- The online Annual Provider Recertification Process includes a section to indicate that the vaccine coordinator and back-up coordinator have completed the annual training requirement.

Procedure Details

Step 1) The provider should assign at least two staff members to serve as the primary vaccine coordinator and the back-up coordinator to ensure proper storage and handling of all publicly funded vaccine.

Step 2) The provider should develop routine and emergency storage and handling plans to provide guidance for daily activities.

Step 3) The provider should offer orientation and ongoing training to all staff that handle or administer vaccines.

References & Resources

Centers for Disease Control and Prevention (CDC). (2018) Vaccine Storage and Handling Toolkit, Revised January 2018. <https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/storage-handling-toolkit.pdf>

Centers for Disease Control and Prevention (CDC). (13th Edition) Epidemiology and Prevention of Vaccine-Preventable Diseases, Pink Book. Revised 2015.

Refrigerator/Freezer Temperature Log

Revision History

07/17/2012, Created
03/01/2014, Revised
02/01/2016, Revised
04/01/2017, Revised