


<b>Policy &amp; Procedure Title</b>	Vaccine Coordinator	<b>Issuing Date</b>	7/17/2012
<b>Policy &amp; Procedure Number</b>	6	<b>Revision Date</b>	02/05/2020
<b>Policy &amp; Procedure Approval Authority</b>			

## Policy Statement

**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 Management 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)
- Recording current temperature readings twice daily, and the min/max once daily
- 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
- Returning expired stock to McKesson by reporting the return in VOMS and receiving a shipping label
- Responding to potential temperature excursions
- Overseeing proper vaccine transport
- Maintaining emergency transport equipment
- 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

## Indiana Department of Health-Immunization Division

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 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***

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

- The primary and backup coordinator must both complete the CDC's You Call the Shots modules 10 and 16 and two other educational activities:
  1. Site Compliance or Storage and Handling Visit, and/or
  2. IDOH or IIC coordinated education event, either in-person or virtual
  3. IDOH LMS Invest Modules
- All trainings must be documented on the Vaccine 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.

**Change of Coordinator** If the facility's Primary Vaccine Coordinator or back-up Coordinator changes, please notify the Regional Quality Assurance Specialist and the Vaccine Ordering Team via email within 24 hours.

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### **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). (13<sup>th</sup> Edition) Epidemiology and Prevention of Vaccine-Preventable Diseases, Pink Book. Revised 2015.

### **Revision History**

07/17/2012, Created  
03/01/2014, Revised  
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