

## VACCINE COORDINATORS ~ ROLES AND RESPONSIBILITIES

Vaccines are expensive and sensitive. They can lose their effectiveness if exposed to temperatures (heat and/or cold) outside the required range and when exposed to light. Failure to adhere to storage requirements may reduce vaccine potency and/or increased local reactions after their administration. The loss of vaccine effectiveness is cumulative, permanent, and irreversible. Careful vaccine management is essential.

The Vaccines For Children (VFC) Program requires providers to designate a **Primary Vaccine Coordinator** and a **Back-Up Vaccine Coordinator**.

The **Primary Vaccine Coordinator** is responsible for providing oversight for all vaccine management within the office including storage and handling.

The **Back-Up Vaccine Coordinator** assumes oversight responsibilities in the absence of the Primary 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 annual VFC compliance visit
- Attendance at a regional immunization training session

**Primary Vaccine Coordinators** are responsible for ensuring that all staff receives training on VFC guidelines and proper storage/handling and vaccine administration.

Upon hire and repeating annually, immunization staff (other than Primary and Back-up Coordinators) should take the following online CDC training modules.

#### [Vaccines for Children \(VFC\) Vaccine](#)

#### [Storage and Handling](#)

The CDC training modules offer continuing education credits at no charge. The certificate of completion should be printed and filed with VFC records.

## OVERSIGHT RESPONSIBILITIES:

1. Notify the Immunization Program immediately of any changes in key staff (Primary or Backup Vaccine Coordinator).
2. Check and record temperatures twice daily at the beginning and end of each clinic day for every vaccine storage unit. Use certified, calibrated thermometers.
3. Assure refrigerator temperatures are within the acceptable range of 35° F and 46° F.
4. Maintain freezer temperatures between 5° F and -50° F.
5. Take immediate action if temperatures are not within appropriate ranges.
  1. Isolate/Quarantine vaccine.
  2. Mark as DO NOT USE.
  3. Notify ADH at 501.661.2170.
6. With the receipt of any vaccine:
  1. Ensure the packing slip matches the contents.
  2. Verify the internal temperature of the shipping container is at the appropriate temperature range for the vaccine contained.
  3. Store vaccine inventory in an appropriate refrigerator/freezer.
  4. Enter the received vaccine into WebIZ making sure the entry matches the packing slip.
7. Rotate inventory to assure vaccines with the shortest expiration dates are used first.
8. Remove expired vaccine from storage units upon expiration date.
9. Provide training for staff during orientation, annually, and as needed on the following:
  - Proper handling of vaccine.
  - Managing vaccine inventory.
  - Storing vaccines appropriately.
  - Stabilizing temperatures.
  - Safeguarding the electrical supply for vaccine storage units.
  - Vaccine accountability including the NO borrowing policy between VFC and privately-purchased vaccine.
  - Proper documentation in WebIZ.
  - Emergency procedures related to the safe keeping of vaccine.
10. Perform reminder/recall for children and adolescents who are not up-to-date on all recommended vaccines.

**Any questions should be directed to the State VFC Coordinator at 501.661.2170.**