

Vaccine Management Plans for _____

“Vaccine Management Plan” and “Emergency Plan” will be reviewed annually by the practice manager or supervisor.

Designated Vaccine Coordinator

Vaccine coordinator: _____

Back up vaccine coordinator: _____

_____ designates one nurse, MA, or health care practitioner as a primary vaccine coordinator and at least one back-up vaccine coordinator. Each vaccine coordinator receives training from Whatcom County Health Department (WCHD) **within 2 weeks** of assignment to this role.

Duties include: Monthly vaccine reports, temperature logs and orders to WCHD by the 5th of every month; monitoring temperatures twice daily; responding to vaccine incidents in a timely manner; assuring all who handle vaccine are properly trained and receive ongoing education; acting as a resource in vaccine information for other staff; acting as a point person to receive WCHD communications and distributing as needed; participating in site and AFIX visits by WCHD; maintaining “Immunization Information” resource binder.

WCHD will be notified **within 1 week** of any changes to the vaccine coordinator or the back-up vaccine coordinator.

Proper Vaccine Storage and Handling

_____ follows manufactures’ and the Centers for Disease Control (CDC) guidelines. Vaccines are stored in their original, intact boxes. Temperatures are recorded on temperature monitoring logs twice daily using only certified calibrated thermometers. Temperature logs are stored at _____ for 6 years and are submitted to WCHD by the 5th of every month for quality assurance review.

_____ stores all state-supplied vaccines with-in the following temperature ranges:

Refrigerator 35-46 degrees F (2-8 degrees C)

Freezers +5 degrees F (-15 degrees C) or colder

If any reading falls outside the acceptable range, the vaccine coordinator or back-up vaccine coordinator responds immediately by adjusting the temperature and follows task for “Responding to Incidents of Inappropriately Stored Vaccine at _____”, **page 3c** of the Immunization binder.

Ordering State-Supplied Vaccine

The primary or back-up vaccine coordinator completes a physical inventory count of vaccine doses on hand in the refrigerator/freezer and carefully estimates vaccine needs.

The vaccine coordinator orders only enough vaccine to maintain a reserve of a 30 to 45 day supply for each vaccine.

Formula: Number of doses needed to maintain a reserve stock plus the number of doses expected to administer, minus the inventory on hand equals the vaccine to be ordered.

Receiving Delivery of State- Supplied Vaccine

_____ trains all staff anticipated to be in a position to receive UPS or FedEx vaccine shipments to ensure deliveries are received by the appropriate person and stored in the refrigerator or freezer according to vaccine requirements. This includes any receptionist or clerk who may sign for deliveries. Receptionist or clerk will immediately notify the primary or back-up vaccine coordinator when vaccines are delivered.

“DO NOT LEAVE VACCINE UNATTENDED” signage is posted in the vaccine delivery area.

The primary or back-up person unpacking the box checks for maintenance of the cold chain during transport and that dose, lot numbers and expiration dates match the package invoice. The expiration date should be at least 6 months from the date of receipt. _____ contacts WCHD immediately if any of the above criteria are not met.

Rotating Stock and Avoiding Expired Vaccine

_____ rotates state-supplied vaccines monthly to assure the oldest vaccine is used first. If any vaccine doses are due to expire within 3 months and it is anticipated they will not be used, WCHD will be called for advice to facilitate transfer of vaccine.

Transporting Vaccine

In the event _____ needs to transport vaccine due to vaccine expiring in 3 months, refrigerator failure or power outage, the primary or back-up vaccine coordinator packs vaccines as described in “Be Prepared For Power Outages!” on **page 3g** in the Immunization Information binder.

Responding to Losses Resulting from Vaccine Expiration, Wastage or Compromised Cold Chain

If _____ has an incident involving vaccines outside the recommended temperature range, the primary or back-up vaccine coordinator fills out the “Emergency Response Worksheet”, **page 3d** from the Immunization binder, and follows the task from **3c** “Responding to Incidents of Inappropriately Stored Vaccine at _____”.

Non-viable vaccine due to cold chain compromise or expiration will be returned to McKesson and be identified on the Washington State Vaccine Return form, **page 3e** of the Immunization binder. Refer to task “Returning VFC Vaccine”.

Vaccine drawn up and wasted in the clinic will be accounted for on the WCHD Monthly State Vaccine Report under the vaccine wasted column.

Signature of Practice Manager or Supervisor _____

Date _____

Signature of Vaccine Coordinator _____

Date _____