



# Vaccine Management Plan



***This plan is used for storage and handling vaccine. If your facility already has a written Vaccine Management Plan you may submit that document with annual application forms; however, the plan must include all of the following components.***

## PRACTICE/CLINIC INFORMATION

PRACTICE NAME: \_\_\_\_\_ PIN: \_\_\_\_\_

PRIMARY VACCINE COORDINATOR: \_\_\_\_\_ PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

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## VACCINE STORAGE AND HANDLING

**Vaccine storage and handling** plans follow the “Vaccine Management Guidelines” found in the VFC Program Manual and the CDC “Vaccine Storage and Handling Toolkit” found at <http://www.cdc.gov/vaccines/recs/storage/toolkit/storage-handling-toolkit.pdf>

### Responsibilities include:

- All staff will only open one box of vaccine at a time.
- All staff will not “dump” vaccine into other containers (even if they are the same vaccine).
- All staff will check and use vaccine within time frames specified by manufacturer labeling and recommendations prior to administration.
- All staff will ensure that vaccines are not “pre-drawn” from their vials.
- All staff will ensure that vaccines are kept away from sides and back of the refrigerator.
- Remove produce drawers and place bottles of water in that space.
- Ensure that vaccines are not stored in the door of the refrigerator.
- Line the freezer sides and floor with ice packs.
- Regularly check all storage units to ensure adequate air circulation is occurring around vaccine and that vaccine has not been placed in closed bins (such as the plastic closed containers supplied by drug manufacturer representatives).
- Take appropriate steps to ensure refrigerators and freezers are not unplugged accidentally, the “Do Not Unplug” sticker is visible, and the use of plug guards or other means to secure plugs are in place.
- Ensure that refrigeration units are plugged directly into outlets and not into power strips or extension cords.
- Identify and label the circuit breakers for the vaccine refrigerators and freezers using the “Do Not Turn Off” stickers or similar labeling.
- Ensure that all staff are proficient in their ability to properly pack vaccine for transfer or emergency shipping.
- Ensure that all staff are proficient in their ability to read thermometers, know correct temperature ranges, and can properly record temperatures on correct (Fahrenheit or Celsius) temperature logs.
- Ensure that temperatures are taken twice per day AM/PM when clinic is open and logged on appropriate (Fahrenheit or Celsius) temperature log.
- VFC office coordinator or designee will record temperatures daily and a supervisor is required to review temperature log and sign-off on the log weekly indicating all temperatures were within range or that proper corrective action was taken. Signed temperature logs that contain out of range temperatures that were marked “Yes” temperature was within range is considered negligence.

- Submit temperature logs the first business day of each month.
- If at any time there is a break in the cold chain the VFC program is to be notified immediately and provided with the completed Emergency Response Worksheet.
- Ensure that all required monthly reports are submitted to the VFC program on time and that the most current form is used.
- Maintain a simple training log documenting staff training dates.

#### **VACCINE ORDERING**

**Vaccine ordering** plans follow the “Vaccine Management Guidelines” found in the VFC Program Manual.

Responsibilities include:

- Ensure that all orders are made by ordering the number of vaccine doses needed, not the number of boxes.
- Ensure that if more than one vaccine manufacturer is available, order one brand as much as possible to lessen administration and accounting errors.
- Ensure that all orders are signed and dated.
- Ensure that all orders include PIN and provider name.
- Ensure that the vaccine ordered is only to maintain approximately a 45-day supply of vaccine.
- Ensure that the vaccine orders are e-mailed to the VFC program at [VFC@health.mo.gov](mailto:VFC@health.mo.gov) or faxed to 573.526.5220.
- Ensure that all vaccine orders are submitted properly with required documentation.
- Temperature logs are to be documented from the first day of the month through the last day of the month.
- Ensure that all monthly reports are submitted within the assigned order frequency cycle to assure provider remains in good standing and orders can be processed without delay.

#### **VACCINE SHIPPING (INCLUDES RECEIVING & TRANSPORT)**

**Vaccine shipping** plans follow the “Vaccine Management Guidelines” found in the VFC Program Manual the CDC “Vaccine Storage and Handling Toolkit” found at <http://www.cdc.gov/vaccines/recs/storage/toolkit/storage-handling-toolkit.pdf>

Responsibilities for receiving include:

- Upon receipt of vaccine, immediately examine all vaccine shipments for damage, or opening prior to receipt, contacting the VFC program within two hours of delivery if abnormalities are noted.
- Immediately open the shipping box and count vaccines received, comparing the numbers against shipping invoice and order form, check the temperature of the vaccine to see that they have not gone out-of-range, again contacting the VFC program within 2 hours of delivery if abnormalities are noted.
- Immediately store vaccines in the appropriate refrigeration storage units, checking expiration dates and placing the order received in the proper stock rotation to assure usage of the shortest expiration dated vaccines are used first.
- Maintain vaccine packing slip from manufacturers for three years.
- VFC highly recommends:
  - Documenting the date and time your order was received on packing slip.
  - Writing the expiration date in black marker on top of vaccine box.
  - Taping boxes of vaccine shut that are not already secured by the manufacturer to avoid opening more than one box of vaccine at a time and to help facilitate your monthly vaccine inventory count.

**VACCINE SHIPPING (INCLUDES RECEIVING & TRANSPORT) continued...**Responsibilities for vaccine transport include:

Vaccines must be transported in an insulated container with a BARRIER separating the vaccines from the ice/gel packs.

**CONTACT** the VFC program at 800.219.3224 prior to transfer. Complete the Vaccine Transfer form found at <http://health.mo.gov/living/wellness/immunizations/> and take with the vaccine to the new location. Upon arrival, open the containers, record the temperatures, inventory the stock (with the receiving person) and verify that the receiving person places vaccines in the proper refrigeration units, which are maintained at the proper temperature ranges. If vaccine has been placed in a closed zip lock bag for transfer, the vaccine must be removed from the bag prior to being placed in storage unit to allow for proper air circulation. After transfer is complete, fax a copy of the Vaccine Transfer form to the VFC Program at 573.526.5220.

**REFRIGERATOR VACCINE:** To pack for transport, place ice packs or refrigerated gel packs in the bottom of a container, lay a barrier (bubble wrap, crumpled paper, etc.) on top of the gel or ice packs followed by the vaccine and the thermometer, cover with another layer of bubble wrap or crumpled paper followed by an additional layer of gel or ice packs. Close lid. Log time and temperature on transfer form before transport and immediately upon arrival at destination. CDC discourages transporting vaccine in the trunk of a car or in the bed of a truck during weather extremes.

**FREEZER VACCINE:** MMR (not diluents), MMRV, and Varicella (VAR). Must be transported in a separate cooler with extra ice/gel packs to maintain freezer temperatures. No barrier is needed In container marked "Freezer Vaccines" place vaccine in appropriate container along with thermometer and pack container with enough gel packs to maintain temperature. If temperature exceeds 5 degrees F (-15 degrees C) contact the vaccine manufacturer for assistance. Log time and temperature on transfer form before transport and immediately upon arrival at destination. CDC discourages transporting vaccine in the trunk of a car or in the bed of a truck during weather extremes.

**INVENTORY CONTROL (E.G. STOCK ROTATION)**

**Inventory control** plans follow the "Vaccine Management Guidelines" found in the VFC Program Manual the CDC "Vaccine Storage and Handling Toolkit" found at <http://www.cdc.gov/vaccines/recs/storage/toolkit/storage-handling-toolkit.pdf>

Responsibilities include:

- Check expiration dates monthly;
- Put the expiration date on the box so it is easily visible yet not obscuring vital vaccine information on the box;
- Rotate vaccine as needed to ensure that the shortest expiration dated vaccine is used first.
- Ensure that vaccine does not expire;
- If expiration date is within 90 days, contact the local county health department or another VFC provider to see if they will accept a transfer;
- If unable to find transfer, contact the VFC program for transfer assistance.

**VACCINE WASTAGE**

**Vaccine wastage** plans follow the "Vaccine Management Guidelines" as found in the VFC Program Manual.

Responsibilities include:

- In the event that vaccine is wasted, the Vaccine Wastage and Return Form located at <http://health.mo.gov/living/wellness/immunizations/> will need to be completed and submitted to the VFC Program.

Instructions and reasons for returning wasted vaccine are on the form. Please follow the instructions to complete and return the form to the VFC Program.