

VACCINE MANAGEMENT PLAN

Clinic Name: _____

VFC Pin Number: _____

• **I. Designation of primary vaccine coordinator and at least one back-up staff**

1. _____ (Phone) _____
2. _____ (Phone) _____

• **II. Vaccine Storage and Handling**

Vaccine storage and handling plans follow the “**Vaccine Management Guidelines**” as found in the **Vaccine for Children (VFC) Program Manual**, the CDC produced DVD “**Vaccine Storage and Handling Toolkit**” and the CDC produced video “**How to Protect Your Vaccine Supply**” as found on the CDC website <http://video.cdc.gov/asxgen/nip/isdvacstorage/VacStorage.wmv> .

1. _____ (Primary Person Responsible)
2. _____ (Designee or Back-up Person Responsible)

Responsibilities include:

1. All staff will only open one box of vaccine at a time.
2. All staff will not “dump” vaccine into other containers (even if they are the same vaccine).
3. All staff will check and use vaccine within time frames specified by manufacturer labeling and recommendations prior to administration.
4. All staff will ensure that vaccines are not “pre-drawn” from their vials.
5. All staff will ensure that vaccines are kept away from sides and back of the refrigerator.
6. Remove crisper drawers and place bottles of water in that space.
7. Ensure that vaccines are not stored in the door of the refrigerator.
8. Line the freezer sides and floor with ice packs.
9. 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).
10. 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.
11. Ensure that refrigeration units are plugged directly into outlets and not into power strips or extension cords).
12. Identify and label the circuit breakers for the vaccine refrigerators and freezers using the “Do Not Turn Off” stickers or similar labeling.
13. Ensure that all staff are familiar with the **Vaccine Loss and Replacement Protocol** and that vaccine allowed to expire, or is wasted due to negligence, will require replacement (**see Vaccine Loss and Replacement Protocol**).
14. Ensure that all staff is proficient in their ability to properly pack vaccine for transfer or emergency shipping.
15. Ensure that all staff is proficient in their ability to read thermometers, know correct temperature ranges, and can properly record temperatures on correct (Fahrenheit or Celsius) temperature log sheets.
16. Ensure that temperatures are taken twice per day AM/PM when clinic is open and logged on appropriate (Fahrenheit or Celsius) temperature log.

17. 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.
18. If at any time there is a break in the cold chain the VFC program is to be immediately notified and provided with: the temperature of the storage unit upon discovery, period of time excursion occurred, have all manufacturers been notified; if so – provide name of individual you spoke to along with discussion confirmation number.
19. Ensure that all required VFC monthly reports are submitted to the VFC program on time and that the most current form is used.
20. Maintain a simple training log documenting staff training dates.

- **III. Vaccine ordering**

Vaccine ordering plans follow the "**Vaccine Management Guidelines**" as found in the **Vaccine for Children (VFC) Program Manual**.

1. _____
(Primary Person Responsible)
2. _____
(Designee or Back-up Person Responsible)

Responsibilities include:

1. Ensure that all orders are made by ordering the number of vaccine doses needed, not the number of boxes.
2. Ensure that if more than one vaccine manufacturer is available, order one brand as much as possible to lessen administration and accounting errors.
3. Ensure that all orders are signed and dated.
4. Ensure that all orders include PIN number and provider name.
5. Ensure that the vaccine ordered is only to maintain approximately a 45-day supply of vaccine.
6. Ensure that the vaccine orders are faxed to (573-526-5220), e-mailed to the VFC Program at vfc@dhss.mo.gov, or you may e-mail your County Liaison directly and copy the VFC e-mail.
7. Ensure that all vaccine orders are submitted properly with required reports (**Vaccine Accountability** form and **Vaccine Temperature Logs** with documentation of out-of-range temperatures situations as appropriate).
8. Temperature logs are to be documented from the first day of the month through the last day of the month and mailed the first business day following the last day of the month (regardless of the date the accountability report is sent).
9. Ensure that accountability reports and vaccine orders are submitted according to the providers prescribed schedule to assure providers remain in good standing and orders can be processed.

- **IV. Vaccine shipping** (includes receiving, & transport)

Vaccine shipping plans follow the "**Vaccine Management Guidelines**" as found in the **Vaccine for Children (VFC) Program Manual**, the CDC produced DVD "**Vaccine Storage and Handling Toolkit**" and the CDC produced video "**How to Protect Your Vaccine Supply**" as found on the CDC website <http://video.cdc.gov/asxgen/nip/isdovacstorage/VacStorage.wmv> .

1. _____
(Primary Person Responsible)
2. _____
(Designee or Back-up Person Responsible)

Responsibilities for receiving include:

1. Upon receipt of vaccine immediately examine all vaccine shipments for damage, or opening prior to receipt, contacting the VFC Program within 2 hours of delivery if abnormalities are noted.
2. 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.
3. 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, and add vaccine received to Vaccine Accountability form.
4. Maintain vaccine packing slip from manufacturers for 3 years
5. VFC highly recommends the following:
 - Document the date and time your order was received on packing slip
 - Write the expiration date in black marker on top of vaccine box
 - Tape 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

Responsibilities for vaccine transport include:

When transporting vaccine, place vaccine in appropriate container (such as vaccine shipping box) found (state where the container is located) along with all packing supplies and copy of transfer form (state where ice packs, bubble wrap and transfer forms are located) as directed below:

Freezer Vaccines: MMR (not diluents), MMRV, Varicella (VAR) and Zoster. Mark container "Freezer Vaccines" and store in designated area until needed. To pack for transport place vaccine and thermometer in bottom of container cover with enough **dry ice** to maintain temperature. VAR (**not MMRV or Zoster**) may be transported with ice packs. If temperature exceeds 5°F (-15°C) contact the vaccine manufacturer for assistance. **Note: MMRV and zoster must always be transported with dry ice or in a specialty freezer unit.** Log time and temperature on transfer form before transport and immediately upon arrival at destination. Vaccines will not be transported in the trunk of a vehicle or in the back of a pick-up truck.

Refrigerator Vaccine: Mark container "Refrigerator Vaccines" and store in designated area until needed. To pack for transport place ice packs or refrigerated gel packs in the bottom of container, lay a barrier (bubble wrap, crumpled paper etc.) on top of the ice or gel packs followed by the vaccine and the thermometer, covered with another layer of bubble wrap or crumpled paper followed by an additional layer of ice or gel packs. Close lid. Log time and temperature on transfer form before transport and immediately upon arrival at destination. Vaccines will not be transported in the trunk of a vehicle or in the back of a pick-up truck.

Contact the VFC Program at 800-219-3224 prior to transfer. Fill-out Vaccine Transfer sheet found (state location) 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 see 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 ziplock 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 sheet to the VFC Program at (573-526-5220), and deduct the transferred vaccine from the Vaccine Accountability sheet.

- **V. Inventory control** (e.g. stock rotation)

Inventory control plans follow the follow the “**Vaccine Management Guidelines**” as found in the **Vaccine for Children (VFC) Program Manual**, the CDC produced DVD “**Vaccine Storage and Handling Toolkit**” and the CDC produced video “**How to Protect Your Vaccine Supply**” as found on the CDC website <http://video.cdc.gov/asxgen/nip/isdvacstorage/VacStorage.wmv> .

- 1. _____
(Primary Person Responsible)
- 2. _____
(Designee or Back-up Person Responsible)

Responsibilities include:

- 1. 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; rotates vaccine as needed to ensure that the shortest expiration dated vaccine is used first.
- 2. 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.

- **VI. Vaccine wastage**

Vaccine wastage plans follow the “**Vaccine Management Guidelines**” as found in the **Vaccine for Children (VFC) Program Manual**.

- 1. _____
(Primary Person Responsible)
- 2. _____
(Designee or Back-up Person Responsible)

Responsibilities include:

- 1. In the event that vaccine is wasted, the information regarding the reason for the wastage will be listed on (list the form used and its location).
- 2. Collect and record the wastage information accounting for the vaccine wasted on the Vaccine Accountability form submitted to the VFC Program monthly.
- 3. Contact VFC Program at 800-219-3224 to obtain shipping label to return out-dated, unopened vials of vaccine for excise tax credit to McKesson per the VFC return policy.
- 4. Unaccounted vaccine on the monthly accountability form will be considered wasted and subject to replacement.