

ROUTINE VACCINE MANAGEMENT PLAN

Worksheet for Key Vaccine Management Information: *Keep Near Vaccine Storage Unit(s)*

The New Mexico VFC Program requires that each practice develop and maintain a *Routine Vaccine Management Plan*. Properly completing this template will meet the VFC Program requirement for participants to have written vaccine management plans. This Plan must be reviewed and updated annually, or when changes to any information within the plan occur.

Staff who are assigned vaccine management responsibilities are to review and sign the signature page at the end of this document annually and when the plan is updated. This Plan will be reviewed by VFC Program Site Reviewers and Regional Immunization Coordinators during routine and drop-in site visits. This plan must be kept near the vaccine storage units, along with your emergency vaccine management plan and storage unit temperature logs.

In addition to the training provided by your Regional Immunization Coordinators and NM CHILI training courses, practice staff benefit from online vaccine storage and handling training. NM VFC endorses and recommends the CDC's *You Call the Shots* at <http://www.cdc.gov/vaccines/ed/youcalltheshots.htm> and CDC's excellent video *Keys to Storing and Handling Your Vaccine Supply* <http://www2.cdc.gov/vaccines/ed/shvideo/>. These sites produce a certificate of completion to print and file. Questions on vaccine storage should be directed to your Regional Immunization Coordinator.

Staff Roles & Contact Information

Office/Clinic Name	
VFC PIN Number	
Address	

Role/Responsibility	Name	Title	Phone #	Alt Phone #	Email
Provider of Record <small>(as indicated in the VFC Provider Enrollment Agreement)</small>					
Primary Vaccine Coordinator					
Back-Up Vaccine Coordinator					
Additional Contact					
Performs monthly reconciliation					
Orders vaccines					
Receives vaccines					
Stores vaccines upon arrival					
Handles shipping issues					
Handles vaccine returns and transfers					
Other:					

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Vaccine Storage Units/Locations and Maintenance

Maintenance/Repair Company	
Company Name	
Phone	

Unit Type	Location (Room#)	Brand	Model	Type of Service	Date
Refrigerator					
Freezer					
Refrigerator					
Freezer					

Location of Completed Temperature Logs

Data Logger Maintenance

Location of Certificates of Calibration
Location of Back-up Data Loggers

Data Logger model/serial #	Primary?	Backup?	Battery Replacement Date	Alarm Setting Low	Alarm Setting High	Expiration Date

Form Certification

Form Completed By			
Name		Signature	
Title		Date	

Vaccine Management Personnel

This document highlights key duties of designated vaccine management staff. However, all personnel working with vaccines should be familiar with VFC requirements and guidelines.

Provider of Record

- Complies with all federal vaccine management requirements, including key areas outlined in this plan.
- Designates one employee as the practice's Primary Vaccine Coordinator, responsible for vaccine management.
- Designates one employee as the Back-up Vaccine Coordinator responsible for vaccine management when the Primary Vaccine Coordinator is not available.
- Reports staffing changes regarding the Primary Vaccine Coordinator, Back-up Vaccine Coordinator, and Provider of Record to the VFC Program by completing the VFC Contact Information Change form.¹
- Meets and documents required orientation and annual training for the practice's vaccine management personnel.
- Ensures that vaccine management personnel are skilled and knowledgeable regarding VFC requirements for temperature monitoring and storage equipment.
- Ensures that the practice's vaccine inventory management is consistent with VFC Program requirements.
- Ensures that the practice's vaccine storage units meet VFC requirements.
- Updates and revises vaccine management plans at least annually and when necessary.
- Reviews VFC requirements and management plans with staff at least annually and when necessary.

Primary Vaccine Coordinator

- Completes required VFC Program trainings.
- Meets responsibilities described in the Vaccine Coordinator job aid.²
- Oversees the practice's vaccine management for routine and emergency situations.
- Monitors vaccine storage units.
- Maintains VFC-related documentation in an accessible location.

Back-Up Vaccine Coordinator

- Completes required VFC Program trainings.
- Meets responsibilities described in the Vaccine Coordinator job aid³ when the Primary Vaccine Coordinator is not available.

¹<http://nmhealth.org/publication/view/form/517/>

²<http://eziz.org/assets/docs/IMM-968.pdf>

³<http://eziz.org/assets/docs/IMM-968.pdf>

Vaccine Storage and Temperature Monitoring Equipment

The Primary Vaccine Coordinator must review and acknowledge the requirements on the following pages by checking all items.

Vaccine Storage Units

Equipment

- The practice uses VFC-compliant vaccine storage refrigerator(s) and freezer(s) and maintains recommended temperature ranges:
 - Refrigerator: between 36°F–46°F
 - Freezer: below 5°F
- Storage units have adequate capacity to store vaccine supply at all times, including during peak back-to-school and flu season.
- Storage units are routinely cleaned inside, kept dust-free outside, and doors have proper seals.
- Keeps maintenance and repair records on file and makes them available to review upon request.

Power Supply

- Each unit is plugged directly into a wall outlet and is not controlled by a light switch, power strips, or surge protectors with an on/off switch.
- Extension cords are never used to connect storage units to an outlet.
- “DO NOT UNPLUG” signs are posted at each outlet and circuit breakers.

Set-up

- Storage units are set up according to VFC Program requirements.
- Units are kept away from direct sunlight and away from walls to allow air circulation.
- Vaccine is never stored in the door, drawers, or bins. Unit drawers/deli crispers are removed.
- To stabilize temperatures, water bottles are kept in the refrigerator where vaccines cannot be stored. Frozen cold packs are kept in the freezer for similar purpose.
- VFC and State vaccine storage areas/shelves are marked “VFC” and “State” to clearly identify vaccine supplies.
- Privately purchased vaccines are kept separate from VFC Program vaccines.
- Vaccines are organized in plastic mesh baskets and clearly labeled by type of vaccine.

- The glycol-encased data logger probe is placed in the center of the unit, near the vaccines.
- The data logger’s display is securely attached to the outside of the storage unit.
- Vaccines are stored in their original packaging until administered; vaccine supply is 2–3 inches away from walls, air vents, and floor to allow space for air circulation.
- Food, beverages, and laboratory specimens are not stored in the units at any time.
- When medications or biologic media (not inoculated) are stored in the unit, they are placed on the shelves below vaccines.

Temperature Monitoring

Data Loggers

- Each storage unit must have a VFC-compliant data logger accurate within +/-1°F.
- Each data logger has a current and valid Certificate of Calibration (also known as a Report of Calibration).
- Each data logger has a biosafe glycol-encased probe placed in the center of the storage unit in close proximity to the vaccine.
- Each data logger has a digital display of current, minimum, and maximum temperatures.
- Probes are NEVER placed in the unit’s doors, near or against unit’s walls, underneath air vents, or on the unit floor.
- Data logger batteries are replaced every nine months.

Data logger Calibration

- Calibrated digital data loggers are used in all storage units.
- Certificates of Calibration are filed in a readily accessible area, kept for three years, and are presented to NMDOH Immunization program staff for review upon request.
- Data loggers are replaced on or before the expiration date listed on the device.

Safeguarding Vaccines, Handling and Reporting Out-of-Range Temperatures

- When an out-of-range temperature is identified, immediate action is taken to assess the situation and to prevent vaccine spoilage.
- The VFC Regional Coordinator is contacted to report the incident, complete and submit a Trouble Shooting Record (TSR) report.⁴
- Vaccines in question are bagged and labeled “DO NOT USE” and stored under proper conditions until it is determined if they are viable.
- The practice has an Emergency Vaccine Management Plan to follow in the case of power outage, appliance malfunction, weather conditions, or human error that may affect vaccine viability.
- When it is necessary to transport vaccine to another storage unit or to a predetermined site, the practice always follows VFC Program guidelines.
- No vaccine is discarded unless directed to do so by the VFC Program.
- Actions are documented on the VFC temperature log and other VFC forms, as appropriate.

Temperature Monitoring and Documentation

- Reads and records refrigerator and freezer temperatures twice a day, when the clinic opens and before it closes.
 - Reads and records MIN and MAX refrigerator and freezer temperatures once each day.
 - Records a.m. temperatures before opening storage units.
 - Records p.m. temperatures at end of the day.
 - Resets MIN and MAX after the a.m. reading by pressing the memory clear button.
- The person documenting the storage unit temperature initials the temperature log.
- Temperatures are documented on VFC Program temperature logs.⁵
- Temperature logs are posted on the storage unit door or nearby in an accessible location.
- The practice maintains completed temperature logs for three years and makes them available for review upon request to VFC Representatives.

⁴<http://nmhealth.org/publication/view/form/523/>

⁵<http://nmhealth.org/about/phd/idb/imp/vfc/>

⁶<http://nmhealth.org/publication/view/form/522/>

Inventory Management

- The practice enters inventory into NMSIIS upon receipt.
- A reconciliation of physical vaccine inventory is conducted at least once a month and before ordering vaccine.
- Vaccine stock is rotated monthly to assure that vaccines with the shortest expiration dates are used first.
- The practice may keep up to two weeks’ additional supply to mitigate shortages in the event of shipment delays.
- When diluent is packaged with vaccine, the practice stores them together. When diluent is not packaged with its vaccine, the diluent is clearly labeled and stored where it can be easily identified.
- If vaccine is drawn up and not used*, it is recorded in NMSIIS and disposed of properly.

Stock Rotation, Returns, and Transfers

- The practice organizes vaccines so those with the shortest expiration dates are used first.
- The practice returns expired and/or spoiled vaccine to McKesson in a timely manner.
- If the practice has vaccine due to expire within three months and it will not be used, it:
 - Notifies the VFC Program about the vaccine;
 - Submits a vaccine transfer form to the VFC Program.⁶
 - Identifies VFC providers in the area to contact and inquires if they may be able to use the soon-to-expire vaccines.
- If a practice transfers or transports vaccine, it follows VFC Program guidelines, and completes the appropriate forms.
- If vaccine becomes spoiled or expires, staff remove it immediately from the storage unit, report it, and complete the appropriate documentation in NMSIIS.
- Vaccine that is spoiled or expired must be reported to the VFC Program before a new order can be submitted.
- The practice may return spoiled or expired vaccine to McKesson.

*this practice is **strongly discouraged**

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- The following vaccine supplies should NOT be returned:
 - Viable vaccine
 - Used syringes with or without needles
 - Syringes with vaccine drawn up and not used
 - Broken or damaged vaccine vials
 - Multi-dose vials that are partially used

- Every VFC vaccine dose is accounted for. Sites may be held financially responsible for vaccine doses not accounted for or lost due to negligence.
- The practice verifies its operation hours when placing their order in the online ordering system before submitting each order. Any changes to the practice’s hours are reported with each order to avoid receiving vaccine shipments when the clinic is closed or the staff is not available.

Vaccine Ordering

- According to the VFC Program, we are (check one):
 - ___ Large-sized provider and receive more than 2,000 vaccine doses/year.
 - ___ Medium-sized provider and receive 500–2,000 vaccine doses/year.
 - ___ Small-sized provider and receive fewer than 500 vaccine doses/year.
- Orders are submitted according to clinic-based eligibility data, vaccine usage, and take into account the inventory in stock.
- The practice does a physical inventory before placing a vaccine order.
- A summary of on-hand inventory is included with each order.
- Orders are placed with sufficient inventory on hand to allow time for order processing and vaccine delivery.

Receiving and Inspecting Vaccine Shipments

- The practice is familiar with procedures for accepting vaccine shipments as outlined in the NM Vaccine Storage and Handling Guide.⁷
- The practice assumes responsibility for all VFC vaccine shipped to its site.
- Vaccine shipments are inspected immediately upon arrival to verify that the temperature during transport was within range, and that the vaccines being delivered match those listed on the packing slip.
- The practice never rejects vaccine shipments.
- The practice follows the Vaccine Shipments & Order Delivery protocol.⁸
- Vaccines are immediately stored according to VFC requirements.
- Vaccines are accepted into NMSIIS inventory upon receipt.

Signature Log

By signing, I acknowledge I have reviewed and am familiar with the information in this document.

Review			
Date			
Updates & Comments			
Provider of Record name		Signature	
Primary Vaccine Coordinator name		Signature	

⁷<http://nmhealth.org/publication/view/guide/510/>

⁸ <http://nmhealth.org/publication/view/help/508/>

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Back-up Vaccine Coordinator name		Signature	
Additional Staff		Signature	

Review			
Date			
Updates & Comments			
Provider of Record name		Signature	
Primary Vaccine Coordinator name		Signature	
Back-up Vaccine Coordinator name		Signature	
Additional Staff		Signature	

Review			
Date			
Updates & Comments			
Provider of Record name		Signature	
Primary Vaccine Coordinator name		Signature	
Back-up Vaccine Coordinator name		Signature	
Additional Staff		Signature	

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Vaccine Staff Training Log

Date	Subject of Training	Attendee	Title