



NEW MEXICO 2017 VFC PROVIDER STAFF TRAINING POLICY

NM VFC Program will require these types of provider staff training in 2017

For primary and backup vaccine coordinators

- Primary and backup vaccine coordinators are **required** to complete either an in-person CHILI or the online CHILI course, CHIL-e*, annually. The CHIL-e course may be accessed via: <https://nmdohtraining.globalclassroom.us/portal/> **Primary and back-up vaccine coordinators must obtain a certificate of completion and send a copy to their Regional Immunization Coordinator.** *Licensed nurses who wish to earn CNE after completing CHIL-e should submit their certificate to: sarah.meto@state.nm.us

For all provider staff

Primary and backup vaccine coordinators and other staff who store and handle vaccines are highly encouraged to complete all the following training offerings:

- CHILI (available online as CHIL-e) <https://nmdohtraining.globalclassroom.us/portal/> --required for primary and backup vaccine coordinators and encouraged for other staff
- CDC's "You Call the Shots" VFC and Vaccine Storage and Handling Modules: <http://www.cdc.gov/vaccines/ed/youcalltheshots.html>
 - a) Vaccines for Children (VFC) – 2017
 - b) Vaccine Storage and Handling – 2017*If this training is taken, staff must obtain a certificate of completion for each module and may be asked to send a copy to their regional VFC coordinator*
- The CDC video: "Keys to Storing and Handling Your Vaccine Supply" <http://www2.cdc.gov/vaccines/ed/shvideo/>
- NMSIIS training as updated functionality and features are made available and/or as recommended by the Regional Immunization Coordinator. NMSIIS training may be completed online or in-person and a copy of each certificate of completion for each module may be sent to the Regional VFC Coordinator.

Regional Immunization Coordinators may require staff to complete any of the above training

New provider staff

New staff should complete:

- Online CHIL-e training or be included in an in-person CHILI. The Regional Immunization Coordinator will determine which method of training is best for new staff.
- Online NMSIIS training or attend an in-person NMSIIS training. All online training will require a certificate of completion and must be submitted via email to the NMSIIS Training Coordinator along with an NMSIIS User Agreement. NMSIIS certificates of completion and NMSIIS User Agreements may be emailed to: Felicia.Martinez2@state.nm.us



Immunization Registry Statute

Providers with any staff administering vaccine are **required per state statute NMSA 1978 24-5-8 to enter all patient immunization data into NMSIIS within 10 days of administration.** Data may be entered manually for all non-data exchange providers; otherwise all data exchange providers are required to enter all immunization data into their EHR for automated data upload into NMSIIS.

The NMDOH Immunization Program reserves the right to suspend vaccine ordering if staff continue to demonstrate a lack of understanding regarding the proper administration documentation and reconciliation process in NMSIIS. At the recommendation of VFC, NMSIIS, or Regional Immunization Coordinator staff, providers will be required to attend an in-person reconciliation refresher course before future vaccine orders can be placed.

Questions?

Please contact the VFC Health Educator, Sarah Meto, at 505-827-2415 or sarah.meto@state.nm.us