

NMDOH PUBLIC HEALTH DIVISION

OFF-SITE AND COMMUNITY VACCINATION OUTREACH PROTOCOL AND CHECK LISTS

INTRODUCTION:

This protocol was developed to ensure proper cold chain management of vaccines during off-site outreach activities, preparation for outreach, transportation, and for emergency transfers. This will ensure that valuable vaccines are not wasted due to temperature excursions and used appropriately to protect the children and adults of New Mexico from vaccine preventable diseases. This protocol will be reviewed annually.

SERVICE POPULATION:

This is for nurses and DOH staff who conduct community and offsite vaccination outreach clinics. This may apply to regional immunization coordinators and school nurses following DOH's immunization protocols. Service population is any group of children or adults who may experience challenges receiving immunizations due to distance, lack of providers, or vaccine and where outreach activities are likely to improve vaccine coverage.

METHODOLOGY:

The public health nurse at public health offices is responsible for implementing this protocol each time an off-site or outreach clinic occurs.

Preparation

For offsite clinics, please refer to the vaccine Preparation Steps for Outreach/Offsite Clinic/Transportation.

For Frozen Vaccines:



- Frozen vaccines **cannot** be used for outreach activities.
- Frozen varicella-containing vaccines (Proquad, Varivax, and Zoster) can only be transported in case of special emergencies in consultation with the RHO/ PHD Medical Director **and** the Immunization Program with written approval, including email.
- **Note:** Transported varicella-containing vaccines may be stored at refrigerator temperature (36°F to 46°F, 2°C to 8°C) for up to 72 continuous hours prior to reconstitution. However, if not used within 72 hours of removal from +5°F (-15°C) storage it **MUST** be discarded.
 - The vaccine **CANNOT** be put back in the freezer.
 - All varicella-containing vaccines (Proquad, Varivax, and Zoster) should be administered immediately after reconstitution. Discard if reconstituted vaccine is not used within 30 minutes. **DO NOT** freeze reconstituted vaccine.
- Please refer to your clinic's VFC Emergency Vaccine Management Plan for further transport instructions and [Emergency Vaccine Storage, Handling, and Transport Preparations](#) (page 48).

- Notify your Regional Immunization Coordinator or Health Educator before transport if possible. During transport, utilize the NM Frozen Vaccine Transport Log.
- For emergency use of frozen vaccines, utilize the specific NM Emergency Outreach/Offsite Temperature Log (Frozen Only).

For Refrigerated Vaccines:

Refrigerated vaccines can be used for outreach immunization events if the cold chain can be maintained and temperatures are documented hourly. This requires that a staff person is present at the off-site clinic who is familiar with storage and handling procedures.






To transport refrigerated vaccine:

- Temperatures during transport are to be maintained between 36°F and 46°F.
 - Vaccine must be transported in a climate controlled environment.
- Transport of vaccines to any outreach clinic requires prior approval by your Director of Nursing.
- If vaccines must be transported to an off-site clinic, the amount transported should be limited to only what is needed for that workday.
 - Verification of total number of recipients should be obtained prior to transport of the vaccine.
- Including the transport and workday, the duration should total no more than 8 hours.
 - Properly maintained qualified containers and pack-outs can hold appropriate temperatures for up to 8 hours if left undisturbed.
 - Always keep a calibrated and approved VFC data logger next to the vaccines. **For information on how to configure your data logger settings, go to Attachment C.**
 - Read and document temperatures in a temperature log hourly. The temperature log must be kept with other VFC temperature logs or Emergency Management Plan upon return to the office.
 - Keep the transport container(s) closed as much as possible and only remove the amount of vaccine that is needed. **DO NOT pre-draw the syringes.**
 - **For multi-dose and single dose vials: No more than 1 multi-dose vial or 10 single-dose should be removed from the qualified pack-out for preparation and administration at one time.**
 - **Ideally, prepare syringes one at a time to prevent wastage. No more than 10 syringes should be prepared ahead of time. Nearing the end of a clinic, prepare only one vaccine at a time as needed.**
- For offsite clinics/outreach events, please refer to the Vaccine Preparation Steps for Outreach/Offsite Clinics (Attachment A).

General Rules on Refrigerated Vaccine Transport:

- All vaccine should be transported in the passenger compartment of the vehicle. DO NOT place vaccine in the trunk of a car or bed of a pick-up.
- If available, portable vaccine refrigerator units are considered the best option for vaccine transport. Portable vaccine refrigerators are preferred because they use built-in temperature regulation and are controlled by a thermostat to maintain the temperature and do not require the use of pack out methods to maintain appropriate temperatures.
- Staff responsible for vaccine transport must review portable vaccine refrigerator manufacturer instructions prior to use. Refer to the storage and handling process for monitoring temperatures offsite.
- Qualified containers and pack-outs are tested under laboratory conditions and are acceptable to use when portable vaccine refrigerator units are not available.

- Qualified pack outs require specific supplies and packing procedures to minimize temperature excursions.
- Staff responsible for vaccine transport must review portable container manufacturer instructions prior to use.
- Verify the qualified container and pack-out and transport checklist is complete and saved with transport temperature logs.
- Transferring refrigerated vaccine to another site is only allowed after the transferring provider receives approval from their Regional VFC Immunization Coordinators. Vaccine should never be transferred without prior approval and routine transferring is not acceptable.
 - If a provider needs more vaccine than they have on hand, they need to contact the NM VFC program to place an order/additional order and not borrow from another provider.
 - VFC Schools follow the same policy as all VFC providers. Prior approval is needed for transfers.
- For specific question, always reference to the [CDC's Vaccine Storage & Handling Toolkit](#).

Approved Transport Storage Units for Refrigerated Vaccines All units must maintain temperatures between 36–46°F		
	<p>If available, portable refrigerator unit with a cooling system. The unit plugs into vehicle power outlet and wall outlet.</p>	
	<p>Qualified Container or pack-out: Purpose built portable vaccine units (AcuTemp or VeriCor Cool Cube). Only manufacturer's inserts should be used in these transport units.</p>	 

- Report issues to the RHO/ PHD Medical Director and the Immunization Program as soon as possible to determine how to proceed.
- For temperature excursions:
 - Mark vaccine "DO NOT USE."
 - Store the vaccine in a VFC-approved storage unit as soon as possible.
 - Call your Regional Immunization Coordinator.

- Call the vaccine manufacturers noted on the NM VFC Troubleshooting Record to determine whether the vaccines are still viable.
- Document the advice given and actions taken on the Troubleshooting Record.

REFERENCES/COMPANION MANUAL:

This document is a supplement to support the Immunization Standing Orders and Protocols.

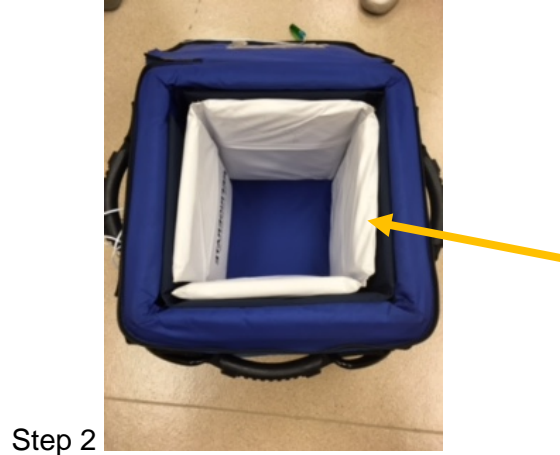
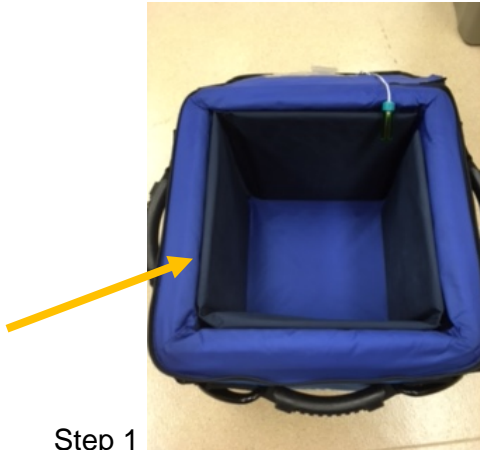
ATTACHMENTS:

- Attachment A: Vaccine Preparation Steps for Outreach/Offsite Clinics
- Attachment B: Checklist for Special Emergencies
- Attachment C: Packing a Qualified Container or Pack-out for Outreach with a Digital Data Logger
- Attachment D: NM Outreach/Offsite Temperature Log
- Attachment E: NM Emergency Outreach/Offsite Temperature Log (Frozen Only)
- Attachment F: Immunization Consent and Screening Forms
- Attachment G: Public Health Division Clinical Protocol/Manual Approval Sheet
- Attachment H: Public Health Division Acknowledgement and Receipt of New/Revised Clinical Protocol
- General Resources:
 - [CDC Vaccine Storage and Handling Toolkit](#) (82 pages, PDF)
 - [Storage Best Practices for Refrigerated Vaccines](#) (2 pages, PDF)
 - [Vaccine Temperature Monitoring Best Practices for Refrigerated Vaccines](#) (2 pages, PDF)

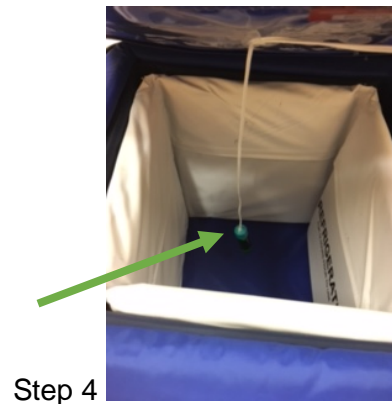
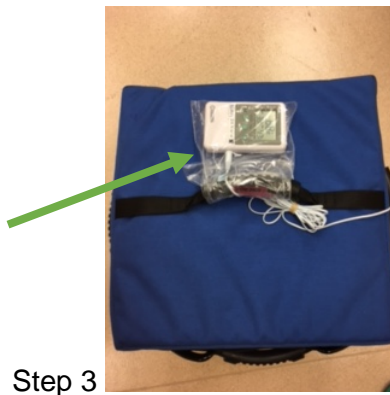
ATTACHMENT A:

VACCINE PREPERATION STEPS FOR OUTREACH/OFFSITE CLINICS/TRANSPORT

- Assemble the transport qualified container or pack-out according to manufactures' instructions to ensure the correct transport temperature
 - **Note:** It may take up to 45 – 60 minutes for the qualified containers or pack-outs to reach the correct temperature
 - **For AcuTemp Container:**
 - Insert the navy blue insert, from freezer, along the wall of the container.
 - Insert the white refrigerated insert inside the navy freezer ice pack.



- Attach the data logger screen to the top of the container and the probe in the middle of the qualified container or pack-out with the vaccine.



- **Note:** The data logger probe should not touch the sides of the qualified container or pack-out.

For Vericor Cool Cube (if available)

- Insert the white manufactures inserts to form an interlocking box with in the container walls.



Step 1



Step 2

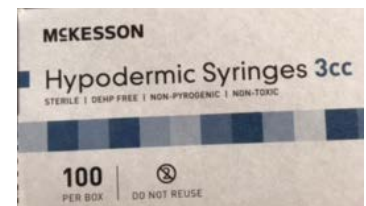


(outside of container)

- Attach the data logger screen to the top of the container and the probe in the middle of the qualified container or pack-out.
 - **Note:** The data logger probe should not touch the sides of the qualified container or pack-out.
- After the qualified container or pack-out is assembled, collect the necessary supplies for an offsite vaccination clinic.
 - **Note:** Instructions and materials are based on a 100-person adolescent Tdap offsite vaccine clinic. Please adjust based on your offsite clinic needs.
- Supplies and staff needed for an offsite vaccine clinic

- Medical Supplies:

- Emergency Kit
- Oxygen (if available)
- Emergency protocol
- Immunization protocol for the vaccine(s) given
- 3 paper table cloths
- Injection needles (one per non-prefilled syringe vaccine dose)
- Syringes (one per 100 non-prefilled syringe vaccine dose)
- Alcohol swabs (three per 100 non-prefilled syringe vaccine dose)
- Band-Aids (one per 100 non-prefilled syringe vaccine dose)
- Hand sanitizer
- Sharps container
- Medical waste bags



- Trash bags
 - Cotton swabs
 - Latex gloves (S, M, L, and XL)
 - Non-latex gloves (S, M, L, and XL)
- Administrative Supplies:
 - 5 clip boards
 - [CDC Immunization Schedule](#)
 - HIPPA forms
 - Consent forms
 - Vaccine administration and screening forms (See Attachment E)
 - Vaccine information statements
 - 15 pens
 - Bag of treats or stickers to give the children post vaccination
 - Outreach/Offsite Temperature Logs (one per qualified container or pack-out)
 - Staff:
 - 3 or 4 nurses
 - 2 to review the screening questions, draw up and administer the vaccine
 - 1 to verify the paperwork and screening questions are complete
 - Depending on staff knowledge, a clerk may be able to do this function
- Tables and chairs are provided by the location of the offsite clinic or you can partner with [Thomas Butler](#) from BCBS at 505-401-1454 or thomas_butler@bcbsnm.com to have the Outreach Van as a vaccination space.
 - Prior to the outreach event, determine the proportion of insured vs. VFC-eligible children to help determine the mix of state and VFC vaccine to transport to the event.
 - As you host outreach events, specifically at schools, you will learn the ratio of vaccine needed by type per location.
 - Example: 100 doses of Tdap
 - 70 doses of VFC
 - 30 doses of State
 - Once the qualified container or pack-out has reached the correct temperature between 36 – 46°F (may take up to 45 – 60 minutes), fill the qualified container and pack-out with the number of doses needed for the clinic.
 - Document the vaccine that will be used at the offsite clinic on the [NM Outreach/Offsite Temperature Log](#).
 - Include information about the vaccine, lot number, number of doses, expiration, date, etc.
 - **Each qualified container and pack-out's temperature must be monitored and documented on the NM Outreach/Offsite Temperature log hourly.**
 - If the temperatures of the qualified container or pack-out exceed the range (36 - 46°F), please follow these instructions:
 - Temperature ≤ 36°F (too cold)

- Assure the data logger probe is not in direct contact with the manufacturer's inserts or the electrical cooling elements.
 - Leave qualified container or pack-out slightly opened until temperature has returned to 36°F to 46°F.
 - Temperature ≥46°F (too warm)
 - Assure that storage unit lid is tightly closed.
 - If unit runs on electricity, assure that the unit is plugged in and turned on.
 - If unit is cooled with manufacture's inserts, make sure all inserts are properly packed and included.
 - If Temperature is still out of range after 30 minutes:
 - Immediately return the vaccine to the public health office vaccine storage unit.
 - Label the vaccine "Do not use." Do not discard the vaccine.
 - Notify Regional Immunization Coordinator as soon as possible and to determine further instruction.
 - Complete the NM VFC [Troubleshooting record](#).
- When the qualified container or pack-out is full of vaccine, it may be heavy. It is recommended to carry the container by the side handles only.
- Once you have completed the clinic, verify the number of doses given.
 - Count the number of consent forms and compare the number of doses administered (including waste).
- Return any unused vaccine to the appropriate refrigerators.
- Return the qualified container or pack-out cooling packs to the appropriate storage.
 - Freezer: Acutemp Navy blue freezer pack and white solid Vericor inserts
 - Refrigerator: White Acutemp pack
- Store NM Outreach/Offsite Temperature Log with the Emergency Management Plan or daily VFC Temp Logs.
- **Download the data from the data logger and save the file in your electronic files using the suggested naming convention in Attachment C, page 16.**
- Provide copies of the consent forms to clerks to bill Medicaid in TransactRx and NMSIIS
 - Forms must be processed ASAP and within 30 days of the date of service.
- Conduct a spot check to verify the vaccine administration record is in NMSIIS.
- In terms of your inventory, you will have to manually update your inventory/reconciliation to reflect the number of doses given at the offsite clinic.
 - Note: Doses are not deducted from inventory when submitting vaccine record via TransactRx.

For Emergencies Only – How to prepare the AcuTemp to transport frozen vaccines:

- Follow the AcuTemp instructions when preparing the frozen pack-out vaccines.
- You will need the two black frozen inserts.
 - CAUTION: These inserts are not interchangeable with different sizes.



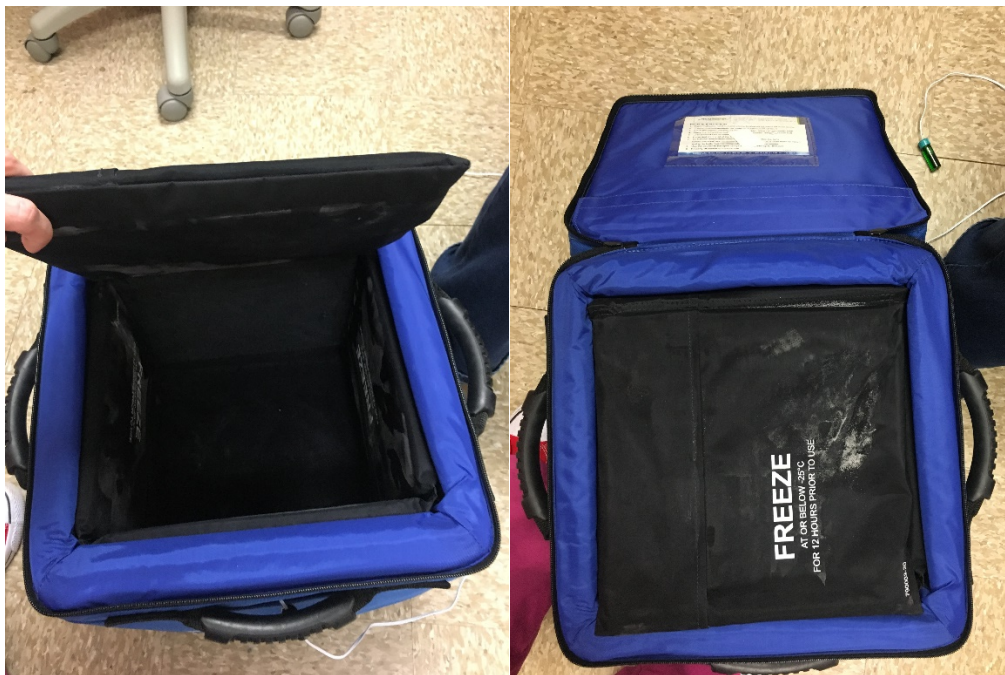
- Step 1:** Insert the larger of the two frozen black inserts into the AcuTemp Frozen container like below. The larger frozen insert should be on the side of the container hinge.



- Step 2:** Insert the small black frozen insert along the sides of the container.



- **Step 4:** Fold over the larger inserts lid to create a cube in the container.



- **Step 5:** Insert the data logger probe. Once the cube has reached the correct temperature (-58°F to 5°F), you can load your frozen vaccines for the approved clinic/emergency transport.

ATTACHMENT B: Check List for Special Emergencies for Frozen Vaccines

When Approved by RHOs and Immunization Program

- Determine the actual need with data and situation specifics
 - Reason for need, e.g., an outbreak or power/storage failure, etc.
- Obtain written approval from the RHO/PHD Medical Director and Immunization Program for special emergency use of vaccine
 - PHD Medical Director: Dr. Novak at Christopher.Novak@state.nm.us
 - Regional Health Officers:
 - NE Region – [Thomas Massaro](#)
 - NW Region – Vacant, [Christopher Novak](#)
 - SW Region – [Eugene Marciniak](#)
 - SE Region – [Winona Stoltzfus](#)
 - Contact the Immunization Programs VFC Operations Manager via email at: Kate.dauber@state.nm.us
- Obtain same day confirmation of patient(s) to receive vaccines
 - Ex: Call school to determine if student is in school that day and returned the consent
- Take only enough doses for confirmed patients after same day confirmation.
- Prepare transport qualified container or pack-out and collect supplies as specified in the Vaccine Preparation Steps for Outreach/Offsite Clinics/Transport Checklist and follow instructions (Attachment A).
- Follow transport and outreach temperature monitoring and manually document temperatures hourly on a NM Emergency Outreach/Offsite Temperature Log (Frozen Only).
- Transported varicella-containing vaccines may be stored at refrigerator temperature (36°F to 46°F, 2°C to 8°C) for up to 72 continuous hours prior to reconstitution. However, if not used within 72 hours of removal from +5°F (–15°C) storage it must be discarded.
 - The vaccine **cannot** be put back in the freezer.
- All varicella-containing vaccines (Proquad, Varivax, and Zoster) should be administered immediately after reconstitution. **Discard if reconstituted vaccine is not used within 30 minutes.** Do not freeze reconstituted vaccine.
- Confirm on the same day of the event the numbers vaccinated, NM Emergency Outreach/Offsite Temperature Log (Frozen Only), and time of event with Immunization Program.
- Data entry of vaccination receipt into NMSIIS within 10 days of administration.

ATTACHMENT C: PACKING A QUALIFIED CONTAINER OR PACK-OUT FOR OUTREACH WITH A DIGITAL DATA LOGGER

STEP 1: Gather the materials

- Ensure you are using a qualified pack-out (AcuTemp, Vericor, etc.) or a plug-in qualified container
- Use a VFC 400 digital data logger (DDL) to monitor the qualified container or pack-out temperature.
- Store the buffered probe in the refrigerator prior to packing the qualified container or pack-out. The probe should remain in the refrigerator when not in use.

Best Practice: Label the data logger/s that you plan to use for outreach as “OUTREACH”

- Ensure your outreach data logger is configured in the following way:
 1. Dock the data logger in your docking station, then go to the top Toolbar and select “LogTag” and then “Configure”. You will see the following screen:
 - a. Set the logging interval to every 6 minutes for outreach data loggers. *It is important to have more frequent readings during outreach since temperatures may fluctuate more with an outreach qualified container or pack-out.*
 - b. Then, click the Advanced Options button:

The screenshot shows the 'LogTag Configure' window. The 'Action List' on the left highlights step 2, 'Configure LogTag(s) for next use'. The main configuration area shows 'User ID: Outreach 1' and 'LogTag battery: OK'. The 'Record readings so that:' section is expanded, showing 'Record a reading every' set to 6 Minutes (circled in red). The 'Advanced Options' button at the bottom right is also circled in red.

2. You will see the following screen. Check the first box, uncheck the second box and then click the **OK** button. *This will allow you to turn off the audible alarm if the temperature goes out of range while you are off-site.*

Configure - Advanced Options

Clear and reset alarm when STOP/Clear button pressed

Alarm remains on even if readings return to non-violation range

Pause alarm/statistics processing for 0 readings when button pressed (None)

Temperature display unit: Fahrenheit

Switch off display after 30 seconds (Power save)

Allow logging stop with STOP button

Allow reset of logger with START button

Show total summary days collected

OK Cancel Help

3. You will return to the screen below. You need to click the “Next” button for your changes to be saved:

LogTag Configure

User ID: Outreach 1

Push button start LogTag battery: OK

Enable pre-start logging

Record readings continuously, overwrite oldest when memory full

Record readings so that:

Readings recorded will span at least 32 days

Number of readings to record 7,777 maximum is 7777

Record a reading every 6 Minutes

Begin recording after a delay of 0 Minutes

Trigger alarm when readings above/equal 46.1 °F

After 2 Accumulative violation readings (None)

Audible alarm

Trigger alarm when readings below/equal 35.9 °F

After 2 Accumulative violation readings (None)

Audible alarm

Configure requires a password

Download requires a password

Advanced Options

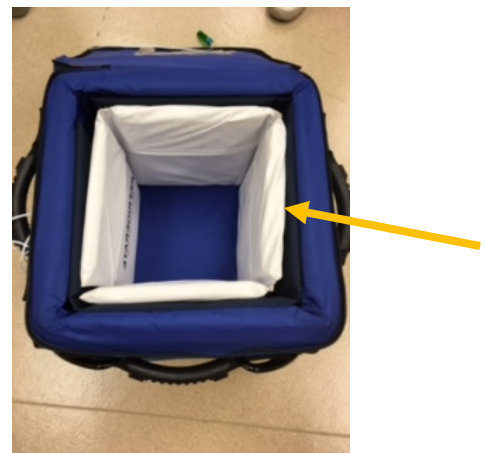
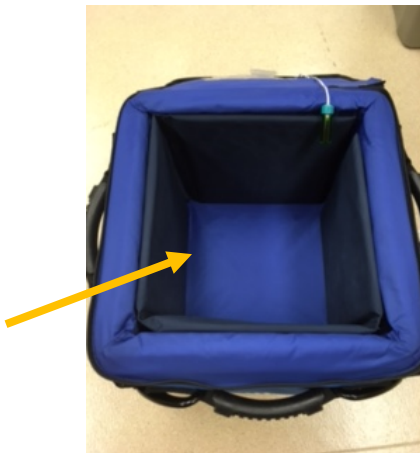
< Back Next > Close Help

STEP 2: Pack the qualified container or pack-out

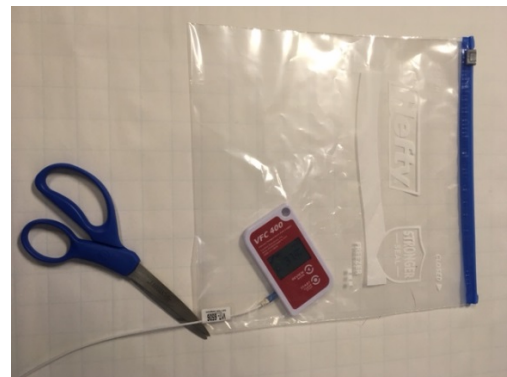
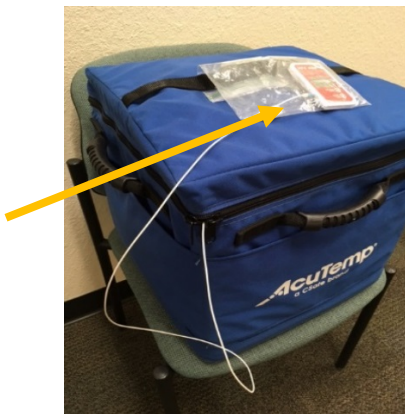
- Assemble the transport container according to the manufacturer's instructions to ensure the correct transport temperature
- Do not add vaccine to the container until it maintains the correct temperature.
 - **Note: It may take up to 45 – 60 minutes for the qualified container or pack-out to reach the correct temperature for all qualified vaccine pack-outs (Acutemp, Vericor, Coleman Electric Coolers).**

For AcuTemp Pack-Out:

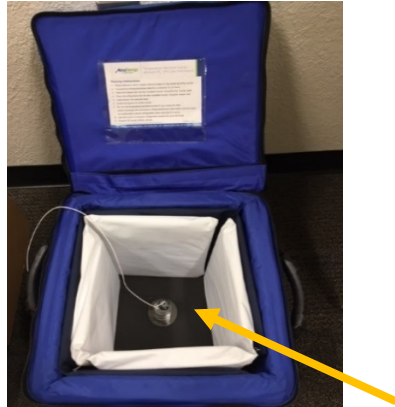
- Insert the navy-blue ice pack (from the freezer) along the wall of the container
- Insert the white refrigerated packet inside the navy freezer ice pack. **Note:** the inserts must be placed in the freezer or refrigerator at least 12 hours before use.



- Attach the data logger reader to the top of the container in a zip-lock bag. Tape the bag around the handle of the pack-out.
- Best Practice:** Use a sandwich bag and snip the corner off, to allow the DDL cord to slide into the bag and tape the bag to the top of the pack-out. This will make it easier to monitor the temperatures.



- Place the data logger probe in the middle of the container with the vaccine. **Note:** The data logger probe should not touch the sides of the pack-out.



STEP 3: Monitor the pack-out temperature

- Press the “Start” button and ensure the data logger is recording the temperature prior to leaving for the offsite clinic
- Ensure the temperature is within the appropriate range (36 - 46° F)
- Monitor the pack-out temperature hourly and record the temp on an [outreach temperature log](#) for the duration of the time that the vaccine is in the qualified container or pack-out
 - Information on how to save the files and where to save the folder are in Step 4, below

If the data logger alarms during an outreach event:

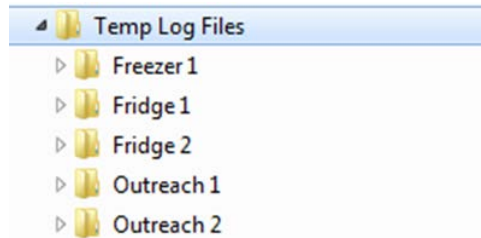
- If the temperature goes out of range during an outreach event and the alarm sounds, you can press the “Start/Clear/Stop” button on the data logger to get the audible alarm to stop if your data logger is configured as described in Step 1 of this document. Then, please follow the instructions, below.

If the temperatures of the qualified container or pack-out exceed the range (36 - 46°F), please follow these instructions:

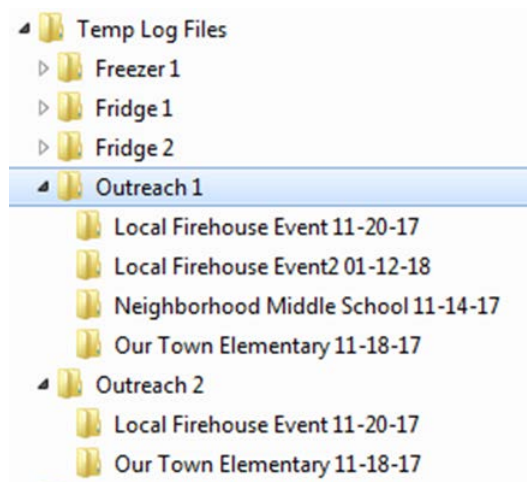
- Temperature $\leq 36^{\circ}\text{F}$ (too cold)
 - Assure the data logger probe is not in direct contact with the inserts or the electrical cooling elements.
 - Leave the qualified container or pack-out slightly opened until temperature has returned to 36°F to 46°F.
- Temperature $\geq 46^{\circ}\text{F}$ (too warm)
 - Assure that storage unit lid is tightly closed.
 - If unit run on electricity, assure that the unit is plugged in and turned on.
- If Temperature is still out of range after 30 minutes:
 - Immediately return the vaccine to the public health office vaccine storage unit. Label the vaccine “Do not use.” Do not discard the vaccine.
 - Notify Regional Immunization Coordinator as soon as possible and to determine further instruction.
 - Complete the NM VFC Troubleshooting record
 - Out of Range Temperature Incidents Form (troubleshooting Record Form): <https://nmhealth.org/publication/view/form/523/>

STEP 4: Return to the office, download the data

- Upon return to the office, ensure the vaccine temperature in the qualified container or pack-out is within the appropriate range
- Place the remaining vaccine back in the refrigerator
- Place the qualified container or pack-out inserts back in the fridge/freezer
- Place the data logger probe in the fridge
- Download the data from the data logger and save the file in your electronic files using the following suggested naming convention:



- Also, consider creating subfolders under each outreach qualified container or pack-out with the name of the outreach site and the date. Below is an example:



- **If you experienced a temperature excursion during the outreach event, please send your data logger report to your regional immunization coordinator**
- **Remember to enter the outreach data logger and the outreach qualified container or pack-out(s) as Assets in NMSIIS:**
 - Enter the Acutemp container in NMSIIS twice – once as a refrigerator and once as a freezer.
 - Staff can select one based on the ice pack configuration they used.
 - It should be made clear in naming the data logger that it is the one used for outreach.

Attachment D: NM Outreach/Offsite Temperature Log

Instructions: Temperature must be monitored throughout the day and documented **hourly**. Record the time, temperature, and initial. This form must be completed *per qualified container or pack-out*. After the offsite clinic, this document should be stored with your *Emergency Management Plan*.

General Information

Site/PHO Name:	VFC Pin #:	Date of event:
Person responsible for vaccines:	Signature:	
Location of outreach event:	Notes:	

Vaccine Inventory Information

Vaccine	Lot Number	# of doses	Expiration Date	Type of dose (317/State/VFC)	# of doses used	Comments

Temperature Monitoring Information (Refrigerated Vaccines 36 - 46°F)

Departure Time:	Departure Temp:	Nurse Initials	Notes:
Time:	Temp:		
Time:	Temp:		
Time:	Temp:		
Time:	Temp:		
Time:	Temp:		
Time:	Temp:		
Time:	Temp:		
Time:	Temp:		
Time:	Temp:		
Return Time:	Return Temp:		

If the temperatures of the qualified container or pack-out exceed the range (36 - 46°F), please follow these instructions:

- Temperature ≤ 36°F (too cold)
 - Assure the data logger probe is not in direct contact with the inserts or the electrical cooling elements.
 - Leave container slightly opened until temperature has returned to 36°F to 46°F.
- Temperature ≥ 46°F (too warm)
 - Assure that storage unit lid is tightly closed.

- If unit run on electricity, assure that the unit is plugged in and turned on.

- If Temperature is still out of range after 30 minutes:
 - Immediately return the vaccine to the public health office vaccine storage unit. Label the vaccine "Do not use." Do not discard the vaccine.
 - Notify Regional Immunization Coordinator as soon as possible and to determine further instruction.
 - Complete the NM VFC [Troubleshooting record](#).

Attachment E: NM Emergency Outreach/Offsite Temperature Log (Frozen Only)

Instructions: Temperature must be monitored throughout the day and documented hourly. Record the time, temperature, and initial. This form must be completed *per qualified container or pack-out*. After the offsite clinic, this document should be stored with your *Emergency Management Plan*.

General Information

Site/PHO Name:	VFC Pin #:	Date of event:
Person responsible for vaccines:	Signature:	
Location of outreach event:	Notes:	

Vaccine Inventory Information

Vaccine (ProQuad, Varicella)	Lot Number	# of doses	Expiration Date	Type of dose (317/State/VFC)	# of doses used	Comments

Temperature Monitoring Information (Frozen Vaccines -58°F to +5°F)

Departure Time:	Departure Temp:	Nurse Initials	Notes:
Exact Time:	Temp:		
Exact Time:	Temp:		
Exact Time:	Temp:		
Exact Time:	Temp:		
Exact Time:	Temp:		
Exact Time:	Temp:		
Exact Time:	Temp:		
Exact Time:	Temp:		
Exact Time:	Temp:		
Return Time:	Return Temp:		

If the recorded temperature is beyond the allowed temperature range (-58°F to +5°F):

- 1) Mark vaccine "DO NOT USE."
- 2) Store the vaccine in a VFC-approved storage unit as soon as possible.
- 3) Call your Regional Immunization Coordinator.
- 4) Call the vaccine manufacturers noted on the NM VFC Troubleshooting Record to determine whether the vaccines are still viable.
- 5) Document the advice given and actions taken on the [Troubleshooting Record](#).

ATTACHMENT F: IMMUNIZATION CONSENT AND SCREENING FORMS

- **VFC Vaccine Administration Form (Part B):** Use this form when pediatric patients at a non-school event. Separate consent form (attached), and a separate medical screening questions form.
 - <https://nmhealth.org/publication/view/form/529/> (English)
 - <https://nmhealth.org/publication/view/form/530/> (Spanish)
- **Adult Immunization Consent Form:** Use this form when vaccinating adult 19+. This form includes the medical screening questions, consent, and administration.
 - <https://nmhealth.org/publication/view/form/458/> (English)
 - <https://nmhealth.org/publication/view/form/459/> (Spanish)
- **VFC School Immunization Consent Form:** Use this form when you are vaccinating pediatric patients at a school event. The form includes the consent and administration form combined. In addition, you should provide the immunization screening questions.
 - <https://nmhealth.org/publication/view/form/3158/> (English)
 - <https://nmhealth.org/publication/view/form/3160/> (Spanish)
- **Immunization Screening Questionnaire Form:** This should be provided with the consent forms.
 - http://intranet/PHD/documents/ImmunizationScreeningQuestionnaireChildrenandTeens_000.pdf
- **SKIIP Consent Form:** Use this form for SKIIP clinic. It has medical screening questions, consent and administration combined into one form.
 - Forms can be found here:
<http://hsc.unm.edu/programs/nmimmunization/schoolflu.html>
- **VFC Middle School Vaccination Letter/Permission Form:** Use this form when vaccinating at a middle school. It contains screening questions. In addition, you must provide the *VFC School Immunization Consent* form.
 - <https://nmhealth.org/publication/view/form/3157/> (English)
 - <https://nmhealth.org/publication/view/form/3159/> (Spanish)
 - <https://nmhealth.org/publication/view/form/3158/> (School Consent Form)

Attachment G

PUBLIC HEALTH DIVISION
CLINICAL PROTOCOL/MANUAL APPROVAL SHEET

PROGRAM/BUREAU: Immunization, Infectious Disease Bureau

CLINICAL PROTOCOL TITLE: Immunization Outreach 2018 Update

Reviewed by: (Must have a signature from at least one clinical user of the Protocol)

Name:	<u>Erica [Signature]</u>	Date:	8 / 14 / 18
Name:	<u>[Signature]</u>	Date:	8 / 15 / 18
Name:	_____	Date:	/ /

Approved by:

Program Manager	<u>[Signature]</u>	Date:	08 / 14 / 18
Bureau Chief	<u>[Signature]</u>	Date:	8 / 14 / 18
Bureau Medical Director	<u>[Signature] (acting)</u>	Date:	08 / 03 / 18
PHD Medical Director	<u>[Signature]</u>	Date:	08 / 03 / 18
Regional Health Officer	<u>[Signature]</u>	Date:	8 / 15 / 18
PHD Chief Nurse	<u>[Signature]</u>	Date:	8 / 18 / 18
(Other)	_____	Date:	/ /
(Other)	_____	Date:	/ /

Attachment I

**PUBLIC HEALTH DIVISION
ACKNOWLEDGEMENT AND RECEIPT OF NEW/REVISED CLINICAL
PROTOCOL**

PROGRAM/BUREAU: Immunization, Infectious Disease Bureau

CLINICAL PROTOCOL TITLE: Immunization Outreach 2018 Update

I have reviewed the document listed above and I approve it for practice in ___ Region.

Regional Director	_____	Date:	/	/
Regional Health Officer	_____	Date:	/	/
Regional DNS	_____	Date:	/	/
Regional DNS	_____	Date:	/	/

I have received, reviewed, and will follow this Clinical Protocol and its Standing Orders.
Staff (Clinicians, PHNs, DPSs, etc.):

Name:	_____	Date:	/	/
Name:	_____	Date:	/	/
Name:	_____	Date:	/	/
Name:	_____	Date:	/	/
Name:	_____	Date:	/	/
Name:	_____	Date:	/	/
Name:	_____	Date:	/	/
Name:	_____	Date:	/	/

Each clinician and PHN must review the document mentioned above and sign this sheet (use additional sheets as necessary). The Nurse Manager will retain the signed copy(ies) of this sheet at the clinic and submit the original(s) to the Director of Nursing Services.