



Role of the Vaccine Coordinator

Vaccines are expensive and sensitive to temperature. Careful vaccine management is essential to protecting your vaccine supply.

The VFC Program requires providers to designate a fully trained Vaccine Coordinator and a Back-up Vaccine Coordinator to implement routine and emergency vaccine management plans. Their names and contact information must be reported to the VFC Program during the re-enrollment process or by completing a Provider Change of Information form located at: www.coloradovfc.com

In many practices the Vaccine Coordinator may be a medical assistant, in other practices the Coordinator may be an LPN, RN, the office manager, or another staff person. This staff person will be the primary contact for the VFC Program. The vaccine coordinator must be responsible for the day to day management of vaccines at the office and for ensuring all vaccines are stored and handled correctly.



Responsibilities of the Vaccine Coordinator

The Vaccine Coordinator's responsibilities will vary depending on the amount of vaccine a practice gives and the practice protocols. In some practices, the Vaccine Coordinator is responsible for all vaccine management activities, including training other (especially new) staff and keeping the Vaccine Management Plan updated. In other practices, the vaccine management responsibilities may be shared by other staff. When different staff persons share the vaccine management responsibilities (e.g., ordering vaccines, monitoring temperatures, etc.) they must keep the Vaccine Coordinator informed of changes or issues that develop. To provide day to day management the vaccine coordinator must be onsite at this office the majority of days the office is open.

The essential responsibilities of the Vaccine Coordinator (and/or the Back-up Vaccine Coordinator) are as follows:

Receiving vaccines:

- Be present when vaccine shipments are delivered
- Immediately process the vaccine shipment into inventory
- Ensure that acceptable temperature ranges have been maintained

Storing and organizing vaccines:

- Rotate the vaccine inventory, at least weekly, so that vaccines with shorter expiration dates are used first
- Promptly remove expired vaccines from the refrigerator or freezer
- Keep VFC vaccines separated from privately purchased vaccines
- Perform routine cleaning of vaccine storage units
- Inspect storage unit(s) daily

Monitoring vaccine temperatures:

- Using a Regular Digital Thermometer:
 - Use a calibrated thermometer with a current certificate to review refrigerator and freezer temperatures
 - Record refrigerator and freezer temperatures on a temperature log twice a day
 - Take immediate action if temperatures are outside acceptable ranges, notifies the VFC program
 - Implement the vaccine emergency plan, if necessary
 - Oversee proper vaccine transport (for example, during an emergency)
 - Review vaccine temperature logs weekly, if duty is shared among staff
 - Ensure that temperature logs and any temperature excursion documentation are retained for three years
- Using a Digital Data Logger
 - All of the above in addition to:
 - Review and record storage unit *minimum/maximum* temperature readings once per workday, preferably in the morning
 - Download and review stored temperature monitoring data at least weekly

Ordering Vaccines:

- Perform a physical inventory of all vaccines in stock
- Complete and successfully close an inventory reconciliation for all VFC supplied vaccines at least monthly via the Vaccine Ordering Module (VOM)
- Use the VOM to account for all doses expired or wasted since the last order
- Complete and submit the VFC vaccine order via the VOM
- Orders the appropriate amount of vaccine

Training and Record Keeping:

- Ensures all staff are trained on routine and emergency vaccine management procedures
- Maintains staff training records
- Ensure that all VFC-related documents are available for VFC Compliance Reviews or VFC Unannounced Compliance Reviews
- Reviews and updates the Vaccine Management Plan as needed