



### VFC Primary and Back-up Staff Responsibilities

Providers must name one staff member to be the primary vaccine coordinator. The VFC Primary staff person is physically on-site during clinic hours and is responsible for day-to-day operation of the VFC Program and vaccine storage and handling in the provider's practice. Any of these day-to-day functions may be delegated to other staff members but the primary contact should be knowledgeable and responsible for the smooth operation of the VFC Program within the office/clinic setting. The primary must be able to act on behalf of any staff member to whom any of these duties has been delegated.

The vaccine coordinator's responsibilities include the following tasks:

- Order vaccines and receive vaccine deliveries
- Oversee proper receipt and storage of vaccine deliveries
- Maintain storage equipment and the vaccine cold chain
  - Inspect storage units daily
  - Read and record storage unit temperatures twice daily (once in the morning when the clinic opens and 30-60 minutes before the clinic closes) and daily minimum/maximum temperatures
  - Download and review stored temperature monitoring data at least weekly
  - Organize vaccines and rotate stock so that vaccine closest to its expiration date will be used first
  - Promptly remove expired vaccine from storage units
  - Immediately respond to unit alarms and temperature excursions including contacting the LHD and vaccine manufacturers if needed
  - Oversee proper vaccine transport during emergencies
- Maintain all appropriate storage and handling documentation (temperature logs, data downloads, corrective actions, etc.)
- Maintain VFC Program documentation
- Ensure staff that handle and administer vaccine are adequately trained and are familiar with vaccine storage and handling procedures at their facility. This includes not only those who administer vaccines, but also anyone who accepts vaccine deliveries or who may have access to the unit(s) where vaccines are stored.
  - Training should occur at orientation, when recommendations are updated and when new vaccines are stocked.
- Ensure that all staff know that any break in the vaccine cold chain must be reported immediately to the vaccine coordinator
- Contact local health department for any VFC questions or issue resolution

A backup coordinator must also be named who will be readily available to perform the same tasks whenever the VFC Primary is not present at the site. If the backup coordinator is not normally present at the clinic site, the provider's Vaccine Management Plan must include procedures for contacting the backup and expected response times.

The VFC Primary and Backup staff members must have an awareness of all aspects of vaccine management, including vaccine inventory management (VIM). They will be assigned in MCIR as E-order contacts so that they are aware of vaccine related correspondence for the site. VFC Primary and Backup staff must have VFC Program, Vaccine Storage and Handling and MCIR VIM training and should also know where to access vaccine management resources, i.e. MCIR.org and the VFC Resource Book.