

## Vaccine Management Plan

All VFC providers are required to have a written vaccine management plan in place. A template has been provided below to assist you in developing your plan. Post your plan in a prominent place (like the front or side of the vaccine refrigeration unit) for easy access by all staff working with VFC vaccines.

At minimum, the written vaccine management plan must address the following areas:

- Storage and Handling
- Vaccine Ordering
- Vaccine Shipping
- Vaccine Emergency Plan
- Vaccine Inventory Control
- Vaccine Wastage
- Staff Training

The plan should be reviewed and updated at least annually or any time there is a change in staff responsible for vaccine management or a change in procedure. A 'review date' and signature are required on all plans to verify that they are current.

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## Vaccine Management Plan

This plan should be reviewed and updated annually or any time there is a change in staff responsible for vaccine management. (5/25/2017)

VFC PIN #:	[REDACTED]		
Practice Name:	[REDACTED]		
Primary Vaccine Manager for Vaccine Management:	[REDACTED]		
Back-up Vaccine Manager for Vaccine Management:	[REDACTED]		
Effective Date of Plan:	[REDACTED]	Date Plan Reviewed/Updated:	[REDACTED]
Signature of Individual Responsible for content of this Vaccine Management Plan:			

## Vaccine Storage & Handling

Outline the steps your practice follows to ensure appropriate storage and handling of vaccine.

Be sure you include the following information:

- Type of unit(s) used to store refrigerated and frozen vaccines (No dormitory style units)
- What can and cannot be stored in the unit(s)
- What temperatures range should be maintained
- Type of temperature monitoring device(s) used (must include calibrated thermometers with current certification)
- Is there a calibrated, certified back-up data logger available on site? If not, please describe your plan for how a back-up data logger will be accessed if needed.
- How often temperatures are checked and where this information is recorded, by whom
- How vaccine is stored inside the unit (in original boxes placed in open weave trays, stacked with good air circulation, in center of unit - not in doors or drawers, etc.)
- Aids you have in place to help maintain proper temperature (water bottles, ice packs)
- How VFC vaccine is separated from private stock vaccine
- How you protect the unit from being unplugged
- How you protect the circuit breaker from being inadvertently turned off
- How do you respond to temperatures out of range
- Describe routine maintenance of vaccine storage units (e.g. monthly cleaning of condenser coils and motor, cleaning interior of unit, checking seals)

Consider an equipment logbook for each unit to include serial numbers, date of installation, dates of routine maintenance, dates of repair or service, and names of companies and people performing services.

## Vaccine Ordering

Outline the steps your practice follows when ordering vaccine. Be sure to include the following information:

- How you determine how much vaccine and what presentation to order
- How often you order vaccine
- Whether or not you order with a one month supply on hand to allow for vaccine delivery time (to avoid running out)
- Balancing inventory and submitting required supporting documentation to LHDs with order (includes temperature logs, public doses administered report and ending inventory report all run within ten calendar days of the date the order is submitted)
- How your order is submitted for processing
- Primary and back-up persons are set up as E-order contacts in MCIR and they are both properly trained to place orders.

## Vaccine Shipping, Receiving & Transporting Vaccine

Outline the steps your practice follows when you receive vaccine. In addition, outline the steps your practice follows/would follow if you needed to transport vaccine to another site. Be sure you include the following information:

### Receiving Vaccine

- Primary vaccine manager and back-up vaccine manager are set up as E-order contacts in MCIR and both receive MCIR emails
- Who is authorized to receive, inspect and store vaccine orders for the practice
- What is physically done with vaccine immediately upon receipt, stock rotated with short dated vaccine in front to be used first, etc.
- How vaccine order is entered/verified in MCIR
- What is done with the packing slip

### Transporting Vaccine

- What scenario might facilitate the need to transport vaccine
- How vaccine is packed for transport to another site
- What kind of supplies are on hand for transport (coolers, conditioned water bottles, portable refrigerator, portable freezer, data loggers, etc.)

## Vaccine Emergency Plan

Outline the steps your practice would follow if your vaccine would need to be relocated in the event of a power failure or mechanical difficulty. Remember, a generator will assist in a power outage, but will not help if the refrigeration unit quits working or is not working properly. Be sure you include the following information:

- How you document what is happening with the unit
- How you record what vaccine is being relocated and where
- How you transport the vaccine
- The name and address of a back-up location if you are not able to store the vaccine on site (The Emergency Response Plan outline from the Resource Book for VFC Providers can be used)
- How you document temperatures during transport and at the back-up location
- How often you test your emergency response plan

## Vaccine Inventory Control

Outline the steps your practice follows to ensure that vaccines are rotated and the vaccine with the shortest expiration date is used first.

- How staff is educated on the correct use of VFC vaccine
- How often vaccine is checked to verify the expiration dates
- What steps you take if you have vaccine that will expire within 6 months...3 months
- When do you call the LHD about stock that is soon to expire or stock you cannot use
- Measures you take to use up excess stock or soon to expire stock (recall, using single antigens instead of combo vaccines, etc.)

## Vaccine Wastage

Outline the steps your practice follows if you waste vaccine. Wastage includes vaccine that has expired, vaccine that was administered incorrectly, vaccine that was not stored or handled appropriately, etc. Be sure to include the following information:

- What updates are provided for staff to educate on vaccines and handling
- How staff is educated on correct vaccine administration techniques
- Who records doses wasted in MCIR VIM. Is there a designated back up person? Do they know the correct transactions to use in MCIR to remove expired/wasted vaccine?
- What procedure you follow if you have a vaccine loss (i.e., who contacts the LHD and manufacturer to determine viability, how is wasted vaccine separated from viable vaccine until returned to manufacturer, who ensures the vaccine is transferred out of inventory in MCIR, who creates out the Returns/Wastage report, etc.). Expired vaccine must be removed immediately!
- How staff is made aware of the vaccine replacement policy for wasted vaccine

## Staff Training

Outline the steps your practice takes to train staff on vaccine management including storage and handling. All staff members who handle or administer vaccines should be familiar with storage and handling policies and procedures at their facility. This includes not only those who administer vaccines, but also anyone who delivers or accepts shipments or who may have access to the units where vaccines are stored.

- How staff is trained to understand the importance of vaccine cold chain maintenance
- How training is integrated into new staff orientation
- How you ensure training occurs when recommendations are updated or when new vaccines are added to the facility's inventory
- What accountability checks are in place to ensure policies and procedures are followed
- What additional resources are posted/available for staff to reference

NOTE: While it is important that all staff working within the VFC Program receive annual training, it is a **requirement** that both the primary VFC Vaccine Manager and the Back-up Vaccine Manager receive annual training. This can be accomplished by attending the site visit conducted by the LHD. Otherwise, both the primary and back up VFC Vaccine Managers must complete 2 educational trainings from either CDC's You Call the Shots (Storage and Handling or VFC Program) or an Immunization Nurse Educator (INE) training session (Vaccine Management or VFC Program) or one of each type of training. These trainings are free.