

VFC PRIMARY AND BACKUP VACCINE COORDINATOR RESPONSIBILITIES

At minimum, providers must designate one **Primary Vaccine Coordinator** and one **Backup (Secondary) Vaccine Coordinator** per facility. Coordinators are responsible for day-to-day operation of the VFC Program within the facility. They must be fully trained on routine and emergency standard operating procedures (SOPs) for vaccine ordering, storage, handling, transport, and inventory management. The VFC Primary Coordinator is physically on-site during clinic hours and is responsible for day-to-day operation of the VFC Program and storage and handling. The backup coordinator must be readily available to perform the same tasks whenever the VFC Primary is not present. If any day-to-day responsibility is delegated to another staff member, the VFC Coordinators must ensure adequate training occurs and remain accountable for tasks.

Providers **must report contact changes to the Local Health Department** (LHD) and ensure all training is coordinated with the LHD.

This document is a guidance tool. All VFC Providers must implement all expectations within the Michigan VFC Resource Guide: www.michigan.gov/vfc

INITIAL AND ANNUAL TRAINING

While all staff involved with vaccine management should receive thorough training, the **Primary and Backup Vaccine Coordinator must be trained on:**

1. Vaccines for Children Program—initially and annually
2. Vaccine Storage & Handling—initially and annually

Guidance on VFC Annual Training is [available here!](#)

COORDINATOR RESPONSIBILITIES

- Develop a [Vaccine Management & Emergency Response Plan](#).
 - Ensure staff understand the plan, and ensure it is reviewed and updated **at least yearly** (and prior to VFC Site Visits). If changes occur, it must be updated at that time.
- Assess and document temperatures twice daily:
 1. AM temps: Current temp **and min/max** temp assessed and documented when clinic opens
 2. PM temps: Current temp assessed and documented 30-60 minutes before leaving
 - Must include temps, exact time, date, and name/initials of the person
 - If more than one device is in place, such as alarm system and DDL—document weekly calibration checks to compare accuracy (REQUIRED FOR LHDs).
 - Temperature logs are available at www.michigan.gov/vfc.
- Ensure temperature monitoring devices meet MDHHS data logger requirements and are not expired
 - Maintain certificate of calibration and re-calibrate before expiration.
 - Ensure a **backup/extra digital data logger** is readily available.
- Download, review, and save temperature data files **at least weekly**; Immediate download and review must also occur anytime an out-of-range temperature is identified.
- Submit temperature logs to the LHD **monthly**, along with any other required documents/reports
- Respond to temperature excursions appropriately and notify the LHD immediately

- Manage vaccine inventory appropriately
 - Place VFC vaccine orders within MCIR and submit supporting documentation to the LHD
 - Ensure proper receipt and immediate storage of vaccine deliveries
 - Rotate stock **at least weekly** so vaccines with the earliest expiration dates are used first
 - Balance/count vaccine inventory **monthly** (or more frequently if indicated by LHD) in MCIR
- Document and process all vaccine loss, waste, borrows, returns, etc.
 - All vaccine loss, waste, and borrows must be documented and replaced as needed
 - Borrowing **must be rare and unplanned**; All borrows and replacements must be documented in MCIR and on the [borrowing log](#)
 - Generate and submit a Return/Waste Report in MCIR **monthly or sooner** for any loss, waste or return (expiration, temperature excursion/emergency, etc.)
 - For guidance on generating the return/waste report, see this [tip sheet](#)
- Ensure all staff that handle vaccine are adequately trained on vaccine storage and handling procedures
 - This includes not only those who administer vaccines, but also anyone who accepts vaccine deliveries or may have access to the unit(s) where vaccines are stored
- Understand VFC eligibility, screening documentation, and billing practices (administration fees)
- Primary and Backup coordinators must complete **annual training**
- The VFC Primary and Backup Coordinators are expected to be present for VFC Compliance Visits
- Maintain all VFC program documentation for 3 years:
 - Screening & eligibility forms/documentation
 - Documentation of administration and billing
 - Temperature logs and data file downloads, including any excursion details and follow-up
 - Annual training documentation/certificates
 - Vaccine accountability records: packing slips, borrowing logs, wastage reports, etc.
- Contact your local health department for any VFC questions or concerns
- **Notify the LHD** for any changes to VFC Primary, backup, VFC Medical Director, etc.