

## ROUTINE VACCINE MANAGEMENT PLAN TEMPLATE

Practice Name	Pin
Effective Date	Annual Review Date
Approved by (MD)	Reviewed by (PHA)

These are guidelines to follow in developing routine and emergency vaccine handling plans. Each practice should consider the items in this template below and make them specific to your practice\*. The completed plan should be posted near your vaccine storage unit or where they can be easily accessed and in case of an emergency. All office staff, including the janitor and security guard, should know the standard procedure to follow and where/how the individual vaccines are to be stored.

### Current Vaccine Coordinator and Back-up Vaccine Coordinator

- Designate two people responsible for the routine vaccine storage and security.
- This MUST be kept current as staff changes.
- Providers must contact VFC Program when Vaccine Coordinator or back-up changes.

Vaccine Coordinator	Title
Secondary (back-up) person	Title

### Vaccine Ordering

- Vaccine ordering will be done every \_\_\_\_\_ on the \_\_\_\_\_ of the month.

### Daily Routine Vaccine Maintenance

- Maintain proper temperature for storage of vaccine:

Storage Unit	Fahrenheit (F)	Celsius (C)
Refrigerator	36-46° F (aim for 40° F)	2-8° C (aim for 5° C)
Freezer	5° F or colder	-15° C or colder

- Monitor current, minimum and maximum temperatures and record twice a day, morning and evening. See Temperature Logs
- Maintain ongoing file of temperature logs. Keep for at least THREE (3) years.
- Immediately take action if you document out of range temperatures. Document what you did to ensure the vaccine safety.

### Vaccine Receiving and Inventory Control Procedures

- Unpack all vaccine shipments immediately and store at proper temperature. Store vaccine in the center of the appliance, away from walls and floors.
- Label VFC vaccine and store separately from private stock.
- Conduct MONTHLY vaccine inventory counts.
- Store and rotate vaccines according to the expiration date and use vaccines with the soonest expiration day FIRST. THIS IS MANDATORY.
- Contact the Chicago VFC Program if vaccines will expire within 90 days and you think that you will not be able to use them.

### Vaccine Safeguarding

- Check the unit doors to ensure they are closed and, if possible, locked.
- Place DO NOT UNPLUG stickers next to outlet and circuit breakers.
- Advise maintenance and cleaning personnel not to unplug refrigerator/freezer units.
- Keep at least one (1) certified and calibrated back up thermometer on premises or have detailed plan to obtain one within 2 hours if current thermometer in use breaks or expires.

### Vaccine Waste

- Remove all expired vaccine from the vaccine storage unit.
- If VFC vaccine is expired, wasted or spoiled, contact the Chicago VFC Program, complete the VACCINE RETURN FORM and fax to Chicago VFC to receive shipping label. Return all expired, unused vaccines within 6 months of date of expiration.

### Provider Staff Training Requirement

- Providers are responsible for training any new staff in vaccine storage and handling immediately after the hire date.
- Providers must keep a log of those trained by name and date as well as topics covered in the training. This log will be reviewed by VFC staff at visits. Chicago VFC will assist with training whenever possible.

**\*PLEASE SEE VFC PROVIDER HANDBOOK FOR DETAILED INFORMATION ON ALL REQUIRED PLAN ITEMS ABOVE WITH PROCEDURES.**

## EMERGENCY VACCINE MANAGEMENT PLAN TEMPLATE

Practice Name	Pin
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Designate two persons responsible for emergency vaccine storage and security. This MUST be kept current as staff changes			
Vaccine Coordinator		Title	
Secondary (back-up) person		Title	
People listed below will have 24 hour access to vaccine storage units:			
Name	Title	Contact Information	How will personnel be contacted in a vaccine storage emergency? (i.e., phone, alarm, etc.)

Steps to follow for proper handling and moving of vaccines to protect them from becoming spoiled.
1.
2.
3.

Designate alternative storage units and facilities (back up refrigerator, fire department, hospital, another provider):		
Alternate Location Name	Contact Person	Address and Phone

Procedures that the designated personnel (above) should follow to access alternative units and facilities.	
1. How to get access to alternate location	
2. Vaccine Packing Materials	
3. Vaccine Transportation	

Record the following information on each refrigerator and freezer unit			
Type of Unit (Refrigerator or Freezer)	Brand	Model Number	Serial Number

Emergency Resources Contact List			
Emergency Resource	Contact Person	Phone Number (home, cell, pager)	E-mail Address
Chicago Department of Public Health VFC Program	(Insert your PHA name here)		
VFC Vaccine Manager	Kevin Hansen	312/746-9330	kevin.hansen@cityofchicago.org
VFC Program Manager			
Electric Company	Commonwealth Edison	1-800-EDISON1	<a href="http://www.comed.com">www.comed.com</a>
Refrigerator Repair			
Freezer Repair			
Temperature Alarm			
Security or Perimeter Alarm Company			