

# VFC & VFAAR



## Vaccine Management Plan

### Key Vaccine Management Information

**INSTRUCTIONS:** Print this out, fill in all information for your practice, and keep it near vaccine storage unit(s). Use this form to develop a plan to safeguard the viability of the VFC/VFAAR vaccines that are shipped to your site by maintaining the vaccine cold chain.

Your practice must develop and maintain a Routine Vaccine Management Plan and an Emergency Vaccine Management Plan. Plans must be updated whenever VFC/VFAAR program guidelines change and when staff with vaccine management responsibilities change.

Staff with vaccine management responsibilities are to review and sign the signature page at the end of this document annually and when the plan is updated. This Plan may be reviewed by VFC/VFAAR representatives during routine and unannounced site visits. **Please ensure this plan is accessible at all times.**

Facility Name	VFC/VFAAR PIN	Today's Date
Address		Suite #
City	State	Zip Code

Role	Name	Title	Work Phone #	Cell Phone #
Site Medical Director				
Vaccine Coordinator				
Back-up Vaccine Coordinator				
Person Receiving Vaccine				
Person Storing Vaccine				
Person Checking Vaccine Temperatures				
Non-Office Hour Emergency Contact				
Other				

Date completed:
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# VFC & VFAAR



## Vaccine Management Plan

Use this sheet to keep track of your equipment. Update it whenever you receive new equipment. Also, keep your specifications, manuals, certificates, and maintenance information in one easy-to-access location.

### Vaccine Storage Unit Locations and Maintenance

Maintenance/Repair Company	Phone Number
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Unit Type	Location	Funding Source (VFC, Private, etc.)	Brand	Model	Date of Last Maintenance
Refrigerator					
Freezer					

### Certified Calibrated Thermometer and Maintenance

Your practice receives a copy of the certificate of calibration for thermometers that PDPH supplies.

Calibration Company/Laboratory	Phone Number
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Calibration Company/Laboratory	Phone Number
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Location of Calibration Certificates	Location of Back-up Thermometer
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Thermometer Model/Serial #	Location refrigerator, freezer, or back-up	Calibration Date	Date Battery Replaced	Alarm Setting Low	Alarm Setting High	Funding Source (VFC, Private, etc.)

## Vaccine Management Plan

### Vaccine Management Personnel

This document highlights key duties of vaccine management staff. However, all personnel working with vaccines should be familiar with VFC/VFAAR requirements and guidelines.

#### Provider of Record

- Comply with all federal vaccine management requirements, including this plan.
- Designate one employee as the practice's Vaccine Coordinator, responsible for vaccine management.
- Designate one employee as the Back-up Vaccine Coordinator responsible for vaccine management when the primary Vaccine Coordinator is not available.
- Report staffing changes regarding the Vaccine Coordinator, Back-up Vaccine Coordinator, and Provider of Record to the VFC/VFAAR Program.
- Meet and document required orientation and annual training for vaccine management personnel.
- Ensure that vaccine management personnel know VFC/VFAAR requirements for temperature monitoring and storage equipment.
- Ensure that vaccine inventory management is consistent with VFC/VFAAR Program requirements.
- Ensure that the practice's vaccine storage units meet VFC/VFAAR requirements.
- Update and revise vaccine management plans at least annually and when necessary.
- Review VFC/VFAAR requirements and plans with staff at least annually and when necessary.
- Ensure monthly vaccine reporting to KIDS Plus IIS (Immunization Information System).

#### Vaccine Coordinator

- Complete required VFC/VFAAR Program trainings.
- Meet responsibilities described in the Vaccine Coordinator job aid.
- Oversee the practice's vaccine management for routine and emergency situations.
- Monitor vaccine storage units.
- Maintain VFC/VFAAR-related documentation in an accessible location.
- Notify PDPH if your address changes or your site closes permanently.

#### Back-up Vaccine Coordinator

- Complete required VFC/VFAAR Program trainings.
- Meet responsibilities described in the Vaccine Coordinator job aid when the primary Vaccine Coordinator is not available.

## Vaccine Management Plan

### Vaccine Storage and Temperature Monitoring Equipment

#### Refrigerators and Freezers

Your practice should have storage units that:

- Are VFC/VFAAR-compliant and maintain recommended temperature ranges:
  - Refrigerator: between 36°F - 46°F (2°C - 8°C)
  - Freezer: 5°F (-15°C) or below
- Are big enough to store vaccine supply at all times, including peak back-to-school and flu seasons.
- Have proper seals on the doors.
- Are monitored by a VFC-compliant thermometer (see page 5).

Keep maintenance records on file, so that VFC/VFAAR staff can review them upon request. Routinely clean the inside of the storage unit, and keep the outside dust-free.

#### Power Supply

- Plug each unit directly into a wall outlet that is not controlled by a light switch, power strip, or surge protector with an on/off switch. Never use an extension cord. or GFCI outlet.
- Consider using plug guards to prevent power interruption.
- Post “DO NOT UNPLUG” signs on the unit, at each outlet, and at the circuit breaker.

#### Set-up

- Keep units away from direct sunlight and away from walls to allow air circulation.
- Remove drawers and deli crispers. Do not store vaccine in the door, drawers, or bins.
- Clearly label VFC/VFAAR and private vaccine storage areas and shelves.
- Organize vaccine in plastic mesh baskets. Clearly label them by type of vaccine. Group vaccines by pediatric, adolescent, and adult types.
- Place the glycol-encased thermometer probe in the center of the unit, near the vaccines.
- Attach the thermometer’s display to the outside of the storage unit.

#### Storage

- Store vaccines in their original packaging until administered. Keep vaccine supply 2-3 inches away from walls, air vents, and floor of the storage unit to allow space for air circulation.
- Do not tear off the tops of boxes. Some vaccines are sensitive to light.
- Store water bottles in fridge and freezer to maintain temperature and to use in an emergency. Some refrigerator units, particularly pharmaceutical-grade units, may have guidance about using water bottles. Check the manufacturer’s guidance for your unit.
- Do not store food, drinks, or laboratory specimens in the units at any time.
- When medications or biologic media (not inoculated) are stored in the unit, place them on the shelves below vaccines.
- When diluent is packaged with vaccine, store them together. When diluent is not packaged with its vaccine, clearly label the diluent and store it where it can be easily identified.

## Vaccine Management Plan

### Vaccine Storage and Temperature Monitoring Equipment

#### Thermometers

To be compliant with VFC requirements, each thermometer must:

- Be accurate within  $\pm 1^{\circ}\text{F}$  ( $\pm 0.5^{\circ}\text{C}$ ).
- Have a current and valid Certificate of Calibration (also known as a Report of Calibration).
- Have a biosafe glycol-encased probe placed in the center of the storage unit close to the vaccine. *Never place thermometer probes on the unit's doors, near walls, under air vents, or on the unit floor.*
- Have a digital display that shows current, minimum, and maximum temperatures.
- Have a low battery indicator.

The Immunization Program provides thermometers (also called Digital Data Loggers, or DDLs) that meet these requirements to VFC/VFAAR providers. To ensure that your vaccines' temperatures are continuously monitored, contact TempCheck (contact info below) immediately if:

- There are issues restarting the DDL
- The battery indicator appears on your DDL
- Any part of the DDL is damaged

Back-up DDLs are stored at the Department of Public Health and provided to you as needed.

If you want to purchase your own thermometers for your site, please review full requirements at:

<http://kids.phila.gov/wp-content/uploads/2016/02/DDL-Calibration-Certificates.pdf>

#### Safeguarding Vaccines, Handling, and Reporting Out-of-range Temperatures

Follow your Emergency Vaccine Management Plan in case of power outage, appliance malfunction, weather conditions, or human error that may affect vaccine viability. **When the temperature is out of range, address the situation immediately to prevent vaccine spoilage.**

- Mark potentially affected vaccine "DO NOT USE" until you confirm whether or not they are viable.
- Contact TempCheck at [tempcheck@phila.gov](mailto:tempcheck@phila.gov) or 215-685-6777 to report the incident.
- Follow all VFC/VFAAR Program guidelines if you need to transport vaccine to keep them safe.
- Document all actions on the VFC/VFAAR temperature log and other forms, as appropriate.

Include training on recognizing alarms and how to respond to them in training for new staff and in yearly staff trainings.

**Contact TempCheck at [tempcheck@phila.gov](mailto:tempcheck@phila.gov) or 215-685-6777 for assistance with any vaccine storage or temperature monitoring equipment.**

## Vaccine Management Plan

### Twice a day: monitor and document temperature

A staff person should monitor and document unit temperatures twice a day.

- When your practice opens:
  - Read and record the current refrigerator and freezer temperatures before opening the units.
  - Record the MIN and MAX temperatures.
  - Check for alarms that may have occurred overnight.
  - Initial the temperature log and note the time.
- At the end of the day:
  - Read and record the current refrigerator and freezer temperatures before opening the units.
  - Check for alarms.
  - Initial the temperature log and note the time.
- Document the temperatures on VFC/VFAAR Program temperature logs even if you have a continuously recording/graphing thermometer, data logger, or remote monitoring system.
- Post temperature logs on the storage unit door or nearby in an accessible location.

The practice should keep completed temperature logs for three years and make them available for review upon request to VFC/VFAAR representatives.

### Monthly vaccine inventory management

- Conduct a physical vaccine inventory at least once a month and before ordering vaccine.
- Keep enough vaccine supply to meet the needs of VFC/VFAAR-eligible patients.
- Adjust your ordering practices to find the right balance to ensure that you can maintain a 4 to 6 week supply of vaccines.
- Keep a record of the patient, date of birth, vaccine type, lot number, date, site of administration, and VIS date for each dose of vaccine that you administer. Report this information to the KIDS Plus IIS.
- Maintain accurate records, including purchase invoices, for privately purchased vaccines and make them available upon request to VFC/VFAAR representatives.
- Properly dispose of vaccine that you draw up but do not use.
- Account for every VFC/VFAAR dose. Vaccine doses that you do not account for, or lost due to negligence, will be replaced at the expense of your site's Provider of Record.

## Vaccine Management Plan

### Stock Rotation and Returns

- Organize vaccines so those with the shortest expiration dates are used first.
- Return expired and/or spoiled vaccine to McKesson.
- For any vaccine that experiences out-of-range temperatures, segregate it in the storage unit, mark it DO NOT USE, and contact the VFC/VFAAR Program to provide time frames and temperature information.
- Remove non-viable vaccines (wasted, spoiled, or expired) immediately from the storage unit. Document all non-viable vaccines to the VFC/VFAAR Program in the KIDS Plus inventory module.
- Return unused vials/pre-filled syringes to McKesson if unopened and in original packaging. The following vaccine supplies should not be returned:
  - Used syringes with or without needles
  - Syringes with vaccine drawn up and not used
  - Broken or damaged vaccine vials
  - Multi-dose vials that have been opened or accessed (e.g., needle-punctured)
- For more details on how to properly dispose of non-viable vaccines visit: <http://kids.phila.gov/index.php/storage-and-handling/reporting-nonviable-vaccine/> or email [DPHProviderHelp@phila.gov](mailto:DPHProviderHelp@phila.gov)

### Vaccine Ordering

- Before a new order can be submitted, report the vaccine that is spoiled or expired to the VFC/VFAAR Program by submitting a return in the KIDS Plus inventory module.
- Physically count your vaccine inventory at least once a month, and before ordering vaccine. Complete a monthly reconciliation in the KIDS Plus IIS inventory module to capture this information.
- Adjust your ordering practices to find the right balance to ensure that you are able to maintain a 4- to 6-week supply of vaccines. Maintain a 4- to 6-week supply to:
  - Have enough to meet the needs of VFC/VFAAR-eligible patients
  - Prevent shortages in case there is a shipment delay
  - Prevent wastage caused by ordering too much
- When you place an order:
  - Submit your reconciliation and temperature logs since the last order
  - Verify your practice's operation hours before submitting. Report any changes to the practice's hours to PDPH to avoid receiving a shipment when the clinic is closed or staff aren't available
  - Check your order 2 business days after you submit it, to see if it has been approved or rejected
- When a vaccine is offered by two or more manufacturers, the practice must choose one brand.

### Receiving and Inspecting Vaccine Shipments

The practice assumes responsibility for all VFC/VFAAR vaccine shipped to its site.

- Inspect and store vaccine shipments immediately upon arrival. Inspect them to verify that the temperature during transport was within range, and that the vaccines being delivered match those listed on the packing slip and order confirmation.
- Never reject vaccine shipments.
- Report shipment discrepancies and vaccine exposed to out-of-range temperatures immediately to the VFC/VFAAR Program.

# VFC & VFAAR



## Vaccine Management Plan

### Signature Log

By signing, I acknowledge I have reviewed and am familiar with the information in this document.

Date	
Updates and Comments	
Provider of Record Name	Signature
Vaccine Coordinator Name	Signature
Back-up Vaccine Coordinator Name	Signature
Additional Staff	Signature

Date	
Updates and Comments	
Provider of Record Name	Signature
Vaccine Coordinator Name	Signature
Back-up Vaccine Coordinator Name	Signature
Additional Staff	Signature