PA VFC Vaccine Management Plan and Designated Responsible Staff (Page 1 of 2)

VFC PIN#:_____NAME:_____

1. Update Vaccine Management Plan and Designated Responsible Staff document annually.
2. Each staff member/provider that has direct contact with VFC vaccine must review and sign the updated Vaccine Management Plan and the Disaster Recovery Plan annually and keep posted at the site.
3. VFC vaccine shipments are received and inventoried by_____ [designated person].
4. Upon receipt VFC vaccines are labeled to differentiate them from private vaccine stock.
5. DTap, Td, Tdap, HepA, Hep B, Hib, HPV, Influenza, Meningococcal, MMR, Pneumococcal, Polio and Rotavirus vaccines are stored in the refrigerator with temperatures maintained at 35° to 46°F/2 to 8°C.
6. Frozen vaccines (Varicella, Zostavax, MMRV) must be stored in the freezer with temperatures maintained at 5°F to negative 58°F/negative 15°C to negative 50°C. MMR may be stored in the freezer. Diluents are stored at refrigerator 35°F to 46°F/2 to 8°C or room temperatures 68°F to 77°F/20°C to 25°C.
7. Only freestanding refrigerators and freezers or combined units with two separate external doors and separate temperature controls are used to store VFC vaccine. It is never permissible to use Dormitory style units (freezer section located within the refrigerator section) to store VFC vaccine. (See VFC Handbook)
8. Warning signs are posted to assure vaccine storage units are plugged in at all times and circuit breaker boxes identify vaccine storage unit switches to prevent turning off the power supply without prior notification given to _____ [designated person].
9. Calibrated thermometers with current Certificate of NIST Traceability and Calibration are located in the central compartment of each VFC vaccine refrigerator and freezer storage unit. Thermometers are due for recalibration_____. Certificates are kept and maintained by_____ [designated person/location].
10. Temperature logs are maintained on site for 3 years. Failure to maintain temperature logs will result in suspension of your VFC vaccine ordering privileges.
11. Temperatures are recorded twice a day at the beginning and end of day by _____ [designated person]. Min/max. Temperatures may also be recorded in the AM, if your thermometer has this capability.
12. Document any actions taken for out of range temperatures on the temperature log. Recheck the temperature in 30 minutes and record. If still out of range after 30 minutes, immediately contact the manufacturers for recommendations on the viability of the vaccine.
13. If temperatures are out of range _____ [designated person] will be notified and determine what actions will be taken. Vaccine Incident Report and Worksheets (and Vaccine Return Form if applicable) located in section 6 of the VFC Handbook must be completed and submitted to the VFC Program within 5 days of the incident.
14. Vaccine is stored in the central shelving of the units. No vaccine is permitted in the crisper bins or on the doors/floor of the storage unit. Crisper bins are removed and jugs of water are placed in crisper space. No food or drink is permitted in vaccine storage units.
15. Vaccine vials/syringes must be stored in the manufacturer original packaging.

16. Vaccine inventory is reviewed weekly by _____ [designated person].
17. Vaccine stock is rotated with short-dated vaccines used first. Expired vaccines are removed from the storage unit and labeled to be returned to McKesson. The Vaccine Return Form is completed listing all wasted, open, and expired vaccine then submitted to the VFC Program in order to receive the vaccine Return Shipping Label. No opened multidose vials may be returned, dispose of open vials according to your biohazard waste disposal process.
18. Notify your VFC Immunization Nurse for assistance if vaccine will expire within 90 days.
19. Vaccine are ordered in accordance with the assigned EOQ schedule _____[insert EOQ schedule].
20. Vaccine borrowing is documented on Vaccine Borrowing Report Form [in section 6 of VFC Handbook]. This important information is documented and maintained for 3 years for review by the VFC program.
21. Procedures for vaccine relocation in the event of a power outage, mechanical difficulty or emergency are reviewed and updated annually. [attach Site specific Vaccine Disaster Recovery Plan or adapt the sample in Section 6 of VFC Handbook with a detailed plan of the alternative storage site, documentation of temperatures, directions to the site and instructions of how to pack and maintain temperatures in the transport coolers]
22. The Vaccine Storage Maintenance Reminder should be posted on the VFC storage unit and be completed by _____ [designated person].

Designated Responsible Staff

It is the direct responsibility of the staff person designated below to safeguard and ensure the maintenance of vaccines used by this clinic. In addition, all staff members that have direct contact with VFC vaccine must read the Provider Handbook and be familiar with your organization's vaccine management plan. These staff members must also sign and date the form below, indicating they have read the Provider Handbook and this document. If you have questions about any information in this guide, please contact your Immunization Nurse Consultant.

Designated responsible staff person:_____**Alternate** _____

Read by:	Date