

**NORTH CAROLINA IMMUNIZATION PROGRAM (NCIP)
ROUTINE VACCINE MANAGEMENT PLAN** (update February 2, 2018)

Key Staff

- Designate one staff member to be the primary vaccine coordinator and at least one back-up coordinator. The primary vaccine coordinator is responsible for provider oversight for all vaccine management within the office and ensuring all vaccines are stored and handled correctly. The back-up coordinator can assume oversight responsibilities in the absence of the primary coordinator.
- All changes in key staff must be communicated to the NCIP as they occur.
- All staff must complete annual training on the VFC program requirements (You Call the Shots: Modules 10 and 16 at <http://www.cdc.gov/vaccines/ed/youcalltheshots.html>). All training must be documented on the NCIP Employee Immunization Education Roster.
- Staff training should include (but is not limited to) the following topics: screening for VFC eligibility, procedure for receipt of vaccine delivery, daily storage and handling procedures, administering vaccine, and transportation of vaccine in an emergency.

| | |
|--------------------|--|
| Clinic Name | |
| Address | |

| Role | Name | Job Title | Home Phone | Cell Phone |
|----------------|-------------|------------------|-------------------|-------------------|
| Primary | | | | |
| Secondary | | | | |
| Lead physician | | | | |
| Office staff | | | | |

Duties of key staff members

Lead Physician

- Complies with all federal vaccine management requirements
- Designates one employee as the practice’s Primary Vaccine Coordinator
- Designates one employee as the practice’s Back-up Vaccine Coordinator
- Reports changes in key staff to NCIP
- Conducts and documents required orientation and annual training for vaccine management personnel at least annually and as necessary
- Ensures practice’s vaccine storage units meet NCIP requirements
- Ensures practice’s vaccine inventory is consistent with NCIP requirements
- Updates and revises vaccine management plans at least annually and as necessary

Primary Vaccine Coordinator

- Completes required NCIP and VFC trainings
- Oversees the practice’s vaccine management for routine and emergency situations
- Monitors vaccine storage units
- Maintains NCIP-related documentation in an accessible location

Back-up Vaccine Coordinator

- Completes required NCIP and VFC trainings
- Meets all responsibilities described in the Primary Vaccine Coordinator duties when s/he is not available

Person Completing Plan: _____ Signature: _____

Date: _____ County: _____

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Vaccine Storage Units: Locations and Maintenance

- Refrigerator vaccines must be maintained between 2°C and 8°C (36°F and 46°F) with an optimum of 5°C (40°F) at all times.
- Freezer temperatures must be maintained between -50°C and -15°C (-58°F and +5°F) with an optimum of -20°C (-4°F) at all times.
- Vaccines should be stored in separate, stand-alone refrigerator or freezer units. However, if a combination (household) unit is being used, it should have separate controls for the refrigerator and freezer sections.
- Providers may no longer purchase combination units for vaccine storage. All new purchases must be stand-alone units.
- Provider must notify the NCIP immediately upon discovering vaccine (state or private) has been involved in a cold chain failure. If a cold chain failure is suspected, providers must:
 - Store vaccine under correct storage conditions in a properly functioning and monitored vaccine storage unit
 - Quarantine vaccine. Label vaccine “DO NOT USE” so the vaccine is not administered
 - Notify the NCIP immediately after discovery of the incident at 877-873-6347 for assistance
 - Document any actions taken on the temperature logs regarding out of range temperatures
 - Do NOT discard any vaccine unless directed to do so by the NCIP
- Post a “DO NOT UNPLUG” sign on the vaccine storage units and circuit breakers. Do not plug unit into ground fault interrupter (GFI) outlets, power strips, or outlets that are activated by switches.

| Maintenance/Repair Company | Contact Name | Phone Number |
|----------------------------|--------------|--------------|
| | | |

| Unit Type | Location | Brand | Model | Serial Number | Date Received |
|--------------|----------|-------|-------|---------------|---------------|
| Refrigerator | | | | | |
| Refrigerator | | | | | |
| Freezer | | | | | |
| Freezer | | | | | |

Maintenance Log

| Unit Type | Location | Make/Model | Type of Service | Date |
|--------------|----------|------------|-----------------|------|
| Refrigerator | | | | |
| Refrigerator | | | | |
| Refrigerator | | | | |
| Freezer | | | | |
| Freezer | | | | |

Person Completing Plan: _____ Signature: _____

Date: _____ County: _____

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Thermometer Maintenance and Temperature Monitoring

- Providers must have a calibrated digital data logger with a probe in glycol with a current certificate issued by an ILAC- accredited laboratory. All certificates must contain: model number, serial number, date of calibration, measurement results indicating unit passed testing, and the documented recommended uncertainty within $\pm 1^{\circ}\text{F}$ (0.5°C).
- All new purchases are required to digital data logger thermometers with ILAC-accredited laboratory certification.
- The digital data logger must be placed in a central area of the unit directly with the vaccine in order to properly measure vaccine temperature. Thermometers should not be placed in the doors, near or against the walls, close to air vents, or on the floor of the unit.
- Data logger temperatures must be downloaded and reviewed weekly.

| Location | Brand | Model | Serial Number | Issue Date | Calibration Due Date | Replace Battery Date |
|--------------|-------|-------|---------------|------------|----------------------|----------------------|
| Refrigerator | | | | | | |
| Freezer | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

| Calibration Company/Laboratory | Contact Name | Phone Number |
|--------------------------------|--------------|--------------|
| | | |

Location of certificate of calibration: _____

Location of back-up thermometer(s): _____

Temperature Logs

- Provider must manually record temperatures on paper temperature logs, regardless of continuing monitoring systems that may be used. The following requirements apply:
 - Appropriately trained staff must record finding on a paper temperature log twice a day on all days the clinic is open
 - The log must include the time, date, temperature, and initials of the staff member
 - The log must be posted on each vaccine storage unit door or nearby in a readily accessible and visible location
 - Providers must maintain an ongoing file of paper temperature logs for 3 years

Location of completed temperature logs: _____

Person Completing Plan: _____ Signature: _____

Date: _____ County: _____

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Routine Vaccine Maintenance

- Vaccines should be stored in their original packaging, placed in the middle of the unit with space between vaccine and the sides/back of the unit. Providers may use plastic organizational boxes for inventory control, provided there are holes to allow for circulation.
- Open only one vial or box of a particular vaccine at a time to control vaccine use and allow easier inventory control. On each opened vaccine vial, indicate on the label the date and time it was reconstituted or first opened. Use tick marks on multi-dose vials to keep track of doses.
- Order, stock, and administer all ACIP-recommended vaccines for the population served.
- Draw up vaccine only at the time of administration.
- Practices that serve both VFC and non-VFC children must maintain separate public and private vaccine inventories.
- All instances of borrowing between VFC vaccine and private vaccine must be recorded, documented, and paid back within 30 days.
- Expired vaccine must be removed immediately from the storage unit with viable vaccine.
- Weekly tasks:
 - Rotate stock so that newer vaccines are stored towards the back of the unit, while those soonest-to-expire are stored in the front. Providers must notify the NCIP of any vaccine doses that will expire before they can be administered at least 4 months before the expiration date to avoid restitution for improper inventory management. Providers must coordinate with the NCIP to transfer and document the transfer of vaccine between providers. Vaccine transfers between providers can occur only after receiving NCIP approval.
- Monthly tasks:
 - Check the North Carolina Immunization Program website for updates.
 - Conduct an inventory count to reconcile any differences between physical count and NCIR.
 - Check door seals of refrigerator and freezer.
 - Check borrowing and replacement reports to ensure all borrowed vaccine has been replaced within 30 days of the borrowed date.

Receiving and Unpacking Shipments

- Arrange for shipments only when the Primary Vaccine Coordinator or Back-up Coordinator is available.
- Keep reception staff current regarding vaccine delivery and train staff to respond to a vaccine delivery appropriately.
- Upon receipt of vaccine shipment, providers must:
 - Open vaccine package immediately
 - Check the temperature monitor readings
 - Inspect the vaccine and packaging for damage
 - Determine length of time the vaccine was in transit by looking at the packing list
 - Immediately store at appropriate temperatures
- If there is an issue with the vaccine shipment or there is a problem with the temperature monitors, providers must contact the NCIP at 877-873-6247.

Person Completing Plan: _____ Signature: _____

Date: _____ County: _____

