Vaccine Coordinator Responsibilities

Overview

Temperature Logs
Read temperatures twice daily.
1. Record temperatures first thing in the morning and at the end of the day.
2. Record the time of temperature reading.
3. Initial temp log with each reading/recording.
4. Read Min-Max and record for all units once a day then reset Min-Max function.

Organize Storage Units
- Make sure the thermometer probe is correctly placed and vaccine is properly located.
- Check vaccine and diluent expiration weekly, placing those that expire soonest in front to use first.
  1. If vaccine is within 3 months of expiration call the Snohomish Health District (SHD) Vaccine Coordinator (VC), Kelly Sylliaasen, 425.339.8625.
  2. Remove expired vaccine immediately from the refrigerator or freezer.
     a. Return unopened vials to VC at SHD with a completed Vaccine Incident Report and Return Form.
     b. Discard opened, multi-dose vials according to clinic policy.

Reporting to SHD
Fax the following to SHD VC Kelly at 425.339.5222, not later than the 7th of each month (for the previous month):
1. Vaccine inventory report*
2. Vaccine doses administered report*
3. Temperature log for each storage unit*
   * Every page submitted should include the 6 digit Pin # and clinic name.

Ordering and Receiving Vaccines
- Submit vaccine orders electronically in WAIIS according to the clinic’s assigned EOQ (Economic Order Quantity) schedule.
- Fax packing slips of vaccine shipments to 425.339.5222.
- Ensure that all staff, including receptionists, know to notify the VC or the back-up vaccine coordinator directly (i.e. no email or phone message) when a vaccine shipment arrives so vaccine can be placed in the refrigerator or freezer as soon as possible.

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Other Duties

- The vaccine emergency plan for power outage or refrigeration unit malfunction must be reviewed annually and when a new vaccine coordinator or back-up vaccine coordinator, assumes their duties.
- All written vaccine storage and handling protocols need to be reviewed and updated once a year or when there are significant changes.
- Replace thermometer batteries every six months or per manufacturer recommendation and ensure all thermometers used are current in calibration.
- The vaccine coordinator and back-up vaccine coordinator need to receive vaccine storage and handling training annually.
- Stay informed about current issues in vaccination as well as current immunization schedules.

Excursions: Immediate Action

An excursion occurs when a vaccine is exposed to a temperature out of the acceptable range for that vaccine. It is the total amount of time or cumulative time out of range that determines viability of the vaccine. When you notice the excursion, place all of the involved vaccine in a bag, label it “Do not Use” and place it in a unit with the appropriate temperature range.

Immediately report the excursion to SHD VC at 425.339.8625 or 425.231.6574 (cell). If she doesn’t return your call within one hour, call 425.339.5234 and ask to speak to a public health nurse. DO NOT send an email. The VC or one of the SHD staff will give you instructions. SHD staff will contact the manufacturer(s) and call back with further instructions.

If any of the vaccine is to be wasted, complete a Vaccine Incident Report and Return Form and return it with all unopened vials of vaccine to the SHD VC. To dispose of opened vials, discard per clinic policy.

Viable vaccine can still be used, but is to be marked “compromised”. If it is involved in another excursion, the process, as outlined above, is repeated, but the SHD VC needs to be informed this is a second excursion for this vaccine. Do not waste any vaccine unless advised by SHD staff.