

VFC VACCINE COORDINATORS “Roles And Responsibilities”



Vaccines are expensive and sensitive. They can lose their effectiveness if exposed to temperatures (heat and/or cold) outside the required range and when exposed to light. Failure to adhere to storage requirements may reduce vaccine potency and/or increased local reactions after their administration. The loss of vaccine effectiveness is cumulative, permanent, and irreversible. Careful vaccine management is essential.

The Vaccine for Children (VFC) Program requires providers to designate a Primary Vaccine Coordinator and a Back-up Vaccine Coordinator.

- The Primary Vaccine Coordinator is responsible for providing oversight for all vaccine management within the office including storage and handling.
- The Back-Up Vaccine Coordinator assumes oversight responsibilities in the absence of the Primary Vaccine Coordinator.

VFC Provider Training Requirements

VFC Primary and Back-up Vaccine Coordinators

- Must be fully trained on routine and emergency vaccine management policies and procedures related to vaccine shipments, storage, handling, transport, and inventory management.
- Must undergo annual training on VFC program requirements, including proper storage and handling. All training must be documented.

Training must occur in one of the following situations:

- During the annual VFC compliance visit
- Attendance at a regional immunization training session.

Primary Vaccine Coordinator

- Is responsible for ensuring that all staff receives training on VFC guidelines and proper storage/handling and vaccine administration.
- Upon hire and repeating annually, immunization staff (other than Primary and Back-up Coordinators) should take the following online Center for Disease Control and Prevention (CDC) training modules.
 - [Vaccines for Children \(VFC\) Vaccine](#)
 - [Storage and Handling](#)

9 Simple Steps to Obtain Your Continuing Education (CE)

1. After completing a course, login or create a new account on TCEO (www.cdc.gov/GetCE).
2. Visit [Search Courses](#) to find the course.
3. Scroll down and click on the title of the course.
4. Review the information on the Course Summary page and click Continue.

5. If prompted, enter in the Course Code or Verification Code in the Course Access Code box. (Hint: these codes are provided by the course instructor or may be found in the course materials).
6. Choose the type of continuing education you'd like to earn. You can select more than one.
7. Under Pending CE on the [My Activities](#) page, click on the course Evaluation and complete it. You will be returned to the My Activities page.
8. Under Pending CE, click on the posttest and complete it. If you don't pass the posttest, you will have one opportunity to retake it.
9. Visit the Completed CE section of the [My Activities](#) page to download your certificate.

CDC training modules offer continuing education credits at no charge. It is highly recommended for Certificate(s) of completion to be saved electronically, printed, and filed with VFC records.

Oversight Responsibilities

- Notify the Immunization Program immediately of any changes in key staff (Primary or Backup Vaccine Coordinator).
- Check and record temperatures twice daily at the beginning and end of each clinic day for every vaccine storage unit. Use certified, calibrated thermometers.
- Assure refrigerator temperatures are within the acceptable range of 35° F and 46° F.
- Maintain freezer temperatures between 5° F and -50° F.
- Take immediate action if temperatures are not within appropriate ranges.
 - Isolate/Quarantine vaccine.
 - Mark as DO NOT USE.
 - Notify ADH at 501.661.2170.
- With the receipt of any vaccine:
 - Ensure the packing slip matches the contents.
 - Verify the internal temperature of the shipping container is at the appropriate temperature range for the vaccine contained.
 - Store vaccine inventory in an appropriate refrigerator/freezer.
 - Enter the received vaccine into WebIZ making sure the entry matches the packing slip.
- Rotate inventory to assure vaccines with the shortest expiration dates are used first.
- Remove expired vaccine from storage units upon expiration date.
- Provide training for staff during orientation, annually, and as needed on the following:
 - Proper handling of vaccine.
 - Managing vaccine inventory.
 - Storing vaccines appropriately.
 - Stabilizing temperatures.
 - Safeguarding the electrical supply for vaccine storage units.
 - Vaccine accountability including the NO borrowing policy between VFC and privately purchased vaccine.
 - Proper documentation in WebIZ.
 - Emergency procedures related to the safe keeping of vaccine.
- Perform reminder/recall for children and adolescents who are not up to date on all recommended vaccines.

For questions or concern please contact the State VFC Coordinator at (501) 661-2170.