

# VACCINE COORDINATOR ROLE



**Vaccine Coordinator Role** Every clinic is required to have a designated Primary Vaccine and Back-up Vaccine Coordinator who is responsible for overseeing the vaccine supplied by the CVP (Connecticut Vaccine Program). The Primary coordinator is responsible for maintaining compliance with vaccine management. Vaccine management includes: vaccine ordering, inventory and reconciliation, storage and handling, temperature monitoring, transfer of vaccines, administering and managing an emergency plan. The backup vaccine coordinator is accountable when the vaccine coordinator is not available.

## Vaccine Coordinator “To Do” List

- Review the [Fall Webinar Recording](#)
- Review information and bookmark these website pages in your internet browser
  - [CVP Information for Provider Page](#)
  - [Healthcare Professional Page](#)
  - [CT WiZ Training Page](#) if ordering/managing vaccines in CT WiZ
  - [Provider Enrollment Page](#)
- New coordinators, please ask an active CT WiZ user at your clinic to add you as a “new contact in CT WiZ”
  - After you have been added to clinic staff in CT WiZ, request [User Access to CT WiZ](#).
  - Complete these steps for CT WiZ training if your clinic is ordering/managing vaccines in CT WiZ:
    - Review [CT WiZ Training Page](#)
    - Review the self-paced Patient Management Video on the CT WZ Training Page.
    - Contact CVP staff so we can direct you to the correct inventory management training.
- If your clinic does not order vaccine through CT WiZ please be sure you have the most current versions of the forms below. The forms can be downloaded from the CVP Information For Provider web page or click on the link.
  - [Vaccine Order Form](#)
  - [Vaccine Return Form](#)
  - [Vaccine Transfer Form](#)

## Responsibilities:

**Storage and Handling:** Managing vaccine inventory involves identifying vaccines upon receipt, account for total inventory supply, rotate stock and records temperatures. In the event of an emergency, the vaccine coordinator is responsible for troubleshooting and instituting a backup protocol to safeguard the vaccine inventory.

- Label and store state supplied vaccines separate from privately purchased vaccines
- Immediately contact CVP if there are any discrepancies with your shipment.
- Store vaccines with shorter expiration dates in the front of the unit for proper rotation of stock
- Do not store vaccine in the door or inside drawers in the refrigerator/freezer
- Record refrigerator and freezer temperatures on the temperature log provided by the CVP twice daily. Logs can be downloaded from the CVP Information For Provider web page or click on the links: Refrigerator Charts [Fahrenheit](#) / [Celsius](#) and Freezer Charts [Fahrenheit](#) / [Celsius](#).
- Capture minimum and maximum temperatures once daily from data logger thermometers
- Download data logger reports monthly.
- For sites with CVP supplied Berlinger data loggers, review the [Berlinger Fridge Tag](#), Videos and Support Documents.

**Temperature Excursion's** Contact the CVP if temperature rise above acceptable temperature range for two hours or more and immediately if temperature falls below acceptable temperature range.

CVP main number is 860-509-7929.

- Acceptable temperature ranges: Refrigerator Temp between: 2–8°C (36–46°F), and we aim for 5°C (41°F). Freezer Temp between: -50°C and -15°C (-58°F and +5°F).
- Try to determine source of excursion and immediately secure the vaccine in another storage unit with a data logger. Or initiate your back up plan.
- Label vaccine “do not use” until viability is determined.
- For additional information please refer to the Temperature Excursion Troubleshooting Document in the [Blue Folder](#) or on [CVP Information For Provides](#) web page
- Download the temperature data from your digital data logger and submit the PDF summary report to [Dph.immunizations@ct.gov](mailto:Dph.immunizations@ct.gov)
- Document the excursion on troubleshooting log supplied in the Blue Folder. Please mark boxes of vaccines exposed to an excursion so they can be easily identified in case of a future incident as excursions are cumulative.

**Vaccine Ordering and Reconciliation** Vaccine orders should be based on population size and usage. It's a good idea to order vaccines more frequently than to have too much inventory on hand. Vaccine reconciliation must be done on a monthly basis even if you do not intend to order vaccine.

- Perform a physical inventory of vaccines on hand and determine doses administered since the date of the last reconciliation. Resolve all vaccine discrepancies before you submit to CVP.
- Report all days that the practice will be closed during the coming month to prevent vaccines from getting delivered when the site is closed, in CT Wiz or on your VOF.
- If submitting paper vaccine orders, review instructions on page 3 of the [vaccine order form](#) (VOF).

- If submitting an order/managing vaccines through CT WiZ please refer to the following two web pages: [CT WiZ Training Page](#) and [CVP Vaccine Inventory Management](#)

**Transferring Vaccine** You should initiate transfer of vaccines to another CVP site willing to use the vaccines 4 months' prior to the expiration date.

- Contact CVP providers in the area willing to accept vaccine transfer (CVP can provide a list if necessary)
- Package vaccine appropriately to maintain the cold chain, follow instructions on the [Transfer Form](#)
- Deliver vaccine to the accepting provider, have the receiving provider sign and date the Vaccine
- Submit the completed Transfer Form to the CVP.
- If submitting through CT WiZ review the [Transfer Table](#) document to determine how to document the transfer. Please refer to [CT WiZ Inventory Management](#) web page for additional information.

**Returns and Wastage** Vaccines should be monitored closely to prevent wastage. If wastage occurs, report it to the CVP. Expired vaccines and vaccines that have spoiled due to a breach in the cold chain should be returned to McKesson. Broken vials, expired open multi-dose vials and unused pre-drawn vaccine should be discarded appropriately on site. Some wastage situations may require restitution as determined by the CVP in accordance with the [Restitution Policy](#).

**Reporting Wastage:**

- Contact CVP as soon as you suspect vaccine may be spoiled to determine viability
- Separate vaccine wasted from main supply and label "DO NOT USE"
- If submitting paper [return form](#), record vaccine lot number, expiration date, and number of doses and fax/email to the CVP. Returns forms can be downloaded from the [CVP Information For Provider](#) web page. Please review all instructions on the return form.
- Include a spoilage letter with all wastage. A spoilage letter explains what happened to the vaccine and steps the practice will take prevent wastage in the future.
- If submitting through CT WiZ determine if you document as a return to McKesson or an inventory adjustment. Please note, you never return open multi-dose vials, broken vials or syringes with a needle. Refer to [CT WiZ Inventory Management](#) web page for guidance. Remember "Clinic Comments" on the return screen is how you document the spoilage letter.
- Use the return UPS label received via email from Quantum UPS to ship any **unopened vials and pre-filled syringes** back to McKesson.

**Workflow:**

Daily	Monthly	Yearly
<ul style="list-style-type: none"> <li>▪ Check and record storage unit temperatures twice per day (first thing in the morning and before leaving for the day) on temperature logs.</li> <li>▪ Record min/max at least once per day.</li> <li>▪ Ensure temperatures are within acceptable range throughout the day. Refrigerator: between 36° and 46° Fahrenheit (2°-8°Celsius). Freezer temperatures are below 5°Fahrenheit (-15°Celsius).</li> </ul>	<ul style="list-style-type: none"> <li>▪ Submit vaccine inventory reconciliation and order to the CVP in CT WiZ or paper Vaccine Order Form</li> <li>▪ Download and review data loggers reports</li> <li>▪ Inspect vaccine shipment and vaccine temperature upon arrival</li> <li>▪ Match packing slip with order for accuracy</li> <li>▪ Store vaccines immediately in the appropriate storage unit</li> <li>▪ Contact CVP if any discrepancies.</li> <li>▪ Rotate stock and inspect inventory; review dates of expiration to avoid wastage issues.</li> <li>▪ Initiate transfer of vaccine when necessary and ensure proper vaccine transport</li> </ul>	<ul style="list-style-type: none"> <li>▪ Submit provider profile for re-enrollment in CVP via CT WiZ</li> <li>▪ Review Fall Webinar Recording</li> <li>▪ Review/revise and date Vaccine Management and Back-up Plans.</li> <li>▪ Review certificates of calibration on all data logger thermometers and ensure that the certificates are not due to expire. Ensure certificates do not expire on the same day</li> <li>▪ Purchase replacement data loggers if necessary.</li> </ul>
<p><b>As Needed</b></p> <ul style="list-style-type: none"> <li>▪ Take action if the temperatures are outside the appropriate temperature ranges.</li> <li>▪ Update “Clinic Tools” in CT WiZ with any staff or clinic changes.</li> <li>▪ Conduct routine maintenance on storage units; Keep coils dust free around units and defrost freezers, when needed.</li> <li>▪ Review all communications received from CVP and review with staff</li> </ul>		

Contact CVP staff with any questions on concerns regarding the CVP Program by calling 860-509-7929

Questions or concerns regarding CT WiZ please submit a [Help desk ticket](#).