

Vaccine Coordinator

Role of the Vaccine Coordinator

Vaccines are expensive and sensitive to temperature. Careful vaccine management is essential to protecting your vaccine supply.

VFC/VFAAR requires providers to designate a fully trained Vaccine Coordinator and a Backup Vaccine Coordinator at each site to implement routine and emergency vaccine management plans. Their names and contact information must be reported to the VFC/VFAAR programs. In many practices, the Vaccine Coordinator is a medical assistant. In other practices, the Vaccine Coordinator is an LVN, RN, office manager, or other staff person.

Responsibilities of the Vaccine Coordinator

The Vaccine Coordinator's responsibilities vary depending on the amount of vaccine the practice gives and practice protocols. In some practices, the Vaccine Coordinator is responsible for all vaccine management activities, including training other (especially new) staff. In other practices, a different person may have one or more vaccine management responsibilities, such as ordering vaccines. Below is a list of essential responsibilities.

Receiving vaccines

- Be present when vaccine is delivered and immediately process it into inventory
- Ensure that acceptable temperature ranges have been maintained

Storing vaccines

- Rotate the vaccine inventory so that vaccines with shorter expiration dates are used first
- Ensure that there are no expired vaccines in the refrigerator or freezer
- Keep VFC/VFAAR vaccine separate from private vaccine stock
- Perform routine cleaning on vaccine storage units

Monitoring vaccine temperatures

- Use a certified calibrated thermometer to review refrigerator and freezer temperatures
- Record MIN, current, and MAX temperatures on a VFC/VFAAR-supplied log twice a day
- Take immediate action if temperatures are outside acceptable ranges
- Implement the emergency vaccine management plan, if necessary
- Review vaccine temperature logs weekly
- Retain temperature logs for three years

Ordering vaccines

- Perform a physical inventory of all vaccines in stock
- Account for doses of returned or transferred vaccines since the last order
- Complete and submit the VFC/VFAAR vaccine order



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Or visit vaccines.phila.gov/index.php/resources/