PUBLIC VACCINE PROGRAMS: VACCINE COORDINATOR RESPONSIBILITIES

REV. NOV 2019

Vaccine Coordinators (VCs) play an integral role in the success of a Public Vaccine Program (PVP). In addition to their regular job duties, VCs are responsible for ensuring all vaccines are stored, managed, and administered appropriately. They also fill the role as the Wyoming Immunization Registry (WyIR) Facility Contact which is the main point of contact responsible for managing user access for the facility. Each facility enrolled in a PVP must have 2 appointed VCs.

Vaccine Coordinator responsibilities include, but are not limited to:

VACCINE OVERSIGHT

- Oversee proper receipt and storage of vaccine shipments.
- Oversee proper vaccine transport when transport is necessary for off-site immunization clinics, in emergency situations, or to transfer vaccine to another provider office as approved by the Immunization Unit.
- Ensure a current <u>Vaccine Information Statement</u> is being offered to patients at each immunization encounter for each immunization being administered, <u>prior</u> to vaccine administration.
 - At a minimum, both Vaccine Coordinators need to be signed up to receive email alerts from CDC when VIS
 are updated. This can be done by using the link above and clicking on "Get Email Updates".
- Maintain all documentation regarding vaccine storage and handling and staff training for a minimum of 3 years.
- Maintain records, including PVP eligibility screening and documentation for a minimum of 3 years.
- Report any changes in key staff, to include either Vaccine Coordinator or the Primary Physician/Practitioner to the Immunization Unit as soon as the change is known.
- Ensure that all staff receive adequate education and training in areas related to the PVP and that the training is documented on the Staff Training Log located in the Vaccine Management Plan, Appendix A.
- Maintain a Vaccine Management Plan and an Emergency Plan for Vaccine Relocation. Each plan must be kept up-to-date at all times. The content must be reviewed and/or updated at least once annually or as changes occur.

VACCINE STORAGE

- Store and label vaccines in the storage unit(s) following CDC and Wyoming guidelines.
- Keep vaccines organized within the storage unit(s) and inspect storage units daily to ensure they are running efficiently and that there are no abnormal issues such as doors left ajar, item(s) blocking unit air circulation vents, or improper placement of the data logger probe within unit.
- Check stock weekly and rotate when a shipment arrives so vaccine closest to its expiration date is used first.
- Promptly remove expired vaccine from the storage unit(s) so it is not administered to patients.
- Work with the Wyoming Immunization Unit to transfer vaccines close to expiration to another PVP provider to prevent vaccine waste.
- Maintain vaccine storage equipment records including any maintenance work/repairs.

VACCINE TEMPERATURE MONITORING

- Respond immediately to any temperature excursions and report any out-of-range temperatures to the Immunization Unit immediately upon discovery at 307-777-7952.
- Record vaccine storage unit temperatures on the most current version of the Monthly Temperature Log (TL)
 from a calibrated data logger thermometer a minimum of twice each day, except during weekends, state
 holidays, and office closures noted on the TL.
 - Print a new TL each month from the Immunization Unit website to ensure use of the most current version.

Continued on page 2.

PUBLIC VACCINE PROGRAMS: VACCINE COORDINATOR DUTIES

- Record vaccine storage unit minimum and maximum (min/max) temperatures on the TL from a calibrated data logger thermometer. This must be done once per day, in the morning, except weekends, state holidays, and office closures.
- Download and review data logger temperature data once per week; preferably Monday morning.
- Maintain current Certificates of Calibration for each data logger thermometer. Data logger thermometers must be calibrated every 24 months.
- Have at least one calibrated data logger thermometer to serve as a backup for the facility.

VACCINE INVENTORY MANAGEMENT

- Keep in stock all Advisory Committee on Immunization Practices (ACIP) recommended vaccines for the patient population served, assuring an adequate quantity of vaccine without under or overstocking.
- Clearly label your private stock separately from your public stock.
- Reconcile vaccine inventory in the WylR at least once every thirty (30) days and prior to placing any public vaccine order.
- Report vaccine expiration and waste in the WyIR and return the vaccine to the vaccine distribution center within 30 days of expiration or waste.

PVP OVERSIGHT

- Verify patient and vaccine eligibility is screened and documented at each immunization encounter <u>prior to</u> administration of publicly-supplied vaccine.
- Ensure billing practices are in place to prevent charging more than the allowable amount for the administration of publicly-supplied vaccine and to prevent charging for publicly-supplied vaccine.
 - Work with billing staff to verify the vaccine administration fee for publicly-supplied vaccine does not
 exceed the state/territory vaccine administration fee cap established by the Centers for Medicare and
 Medicaid (CMS). The current administration fee cap in Wyoming is \$21.72 per dose for VFC-eligible
 patients and \$21.72 per antigen for WyVIP-eligible patients.
 - Your facility may not charge a fee for publicly-supplied vaccine.

WYIR FACILITY CONTACT

As the Facility Contact, you are responsible for:

- Ensuring compliance with the Wyoming Department of Health Immunization Program Administrative Rules.
- Immediately reporting the termination of any current WylR user's employment within 24 hours of them no longer being part of facility staff.
- Reporting changes to facility information, within 72 hours of when they are known, including phone numbers, addresses, and or any other pertinent information.
- Submitting the User Access/User Updates Form, located on the Immunization Unit website, for:
 - New WyIR user access,
 - Updates to user access levels or permissions, and
 - Reactivation of a user account that has been inactive for 90+ days or was previously terminated.
 - It is not necessary that as the Facility Contact you maintain a user account for yourself, however, you may request one using the form above if you have the need for one.
- Ensuring staff are aware of how to submit general questions about the WylR, including password reset requests, utilizing the WylR Help Desk Google form.