

# Yellow Fever Vaccine Program

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## PROCEDURES GUIDE

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Wyoming Department of Health

IMMUNIZATION UNIT | 122 W. 25<sup>th</sup> ST., 3<sup>rd</sup> FLOOR WEST, CHEYENNE, WY 82002

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## Background

The Wyoming Department of Health (WDH) Immunization Unit is responsible for managing the Yellow Fever Vaccine Program. Physicians and practitioners in Wyoming are permitted to apply for certification to participate in the Program. Program participants are subject to the procedures outlined in this document and the guidelines put forth by the Centers for Disease Control and Prevention (CDC).

## Important Contacts

### Wyoming Department of Health Immunization Unit

For guidance on policies and procedures of the Yellow Fever Vaccine Program.

Phone: 307-777-8981

Fax: 307-777-3615

[www.immunizewyoming.com](http://www.immunizewyoming.com)

### Sanofi Pasteur

For consultation regarding temperature excursions. 1-800-822-2463

### Vaccine Adverse Events Reporting System (VAERS)

To report adverse effects.

1-800-822-7967

<https://vaers.hhs.gov/>

### Centers for Disease Control and Prevention (CDC)

For a consultation regarding reports of suspected serious adverse events. 1-800-CDC-INFO

## Definitions

### Certified Yellow Fever Vaccine Uniform Stamp

A Certified Yellow Fever Uniform Stamp, hereby referred to as a Uniform Stamp, is a rubber stamp that contains a unique stamp number. This stamp is used by the designated Yellow Fever Vaccination Center(s) for international verification that a traveler has been vaccinated against yellow fever. The Uniform Stamp is not to be shared and remains property of the State of Wyoming and privileges can be revoked at the discretion of the State.

### International Certificate of Vaccination or Prophylaxis (ICVP) Card

This is the International Certificate of Vaccination or Prophylaxis (ICVP) as approved by the World Health Organization. This card must be provided to patients that receive the yellow fever vaccine.

### Certified Uniform Yellow Fever Stamp Holder

A Certified Uniform Yellow Fever Stamp Holder, hereby referred to as Uniform Stamp Holder, is the physician, nurse practitioner, or pharmacist that is certified by the Immunization Unit to participate in the Yellow Fever Vaccine Program. This person must designate at least one medical facility as a Yellow Fever Vaccination Center where patients may go to receive the yellow fever vaccine. The Stamp Holder must designate at least one Vaccine Coordinator at each designated facility to manage the Yellow Fever Vaccine Program in the facility and ensure compliance with the Program procedures. The Uniform Stamp Holder is responsible for the activities of the designated facility in regard to Yellow Fever Vaccine Program compliance.

### Yellow Fever Vaccination Center

The medical facility that has been designated by the Wyoming Department of Health and Uniform Stamp Holder to receive and administer yellow fever vaccine. The designation of the center by the Uniform Stamp Holder and the Immunization Unit authorizes the center to administer yellow fever vaccine to the public. Yellow fever vaccine manufacturers will only ship vaccine to a designated Yellow Fever Vaccination Center associated with an active Uniform Stamp Holder.

### Yellow Fever Vaccine Coordinator

A medically trained staff member (e.g., a doctor, a nurse, or a pharmacist) physically located at each designated Yellow Fever Vaccination Center. This person is responsible for the safe storage of the vaccine, in accordance with the package insert and the Advisory Committee on Immunization Practices (ACIP) General Recommendations on Immunization and for ensuring that all other staff with responsibilities associated with the Yellow Fever Vaccine Program have been trained.

### Eligible Applicants

Applicants must be:

1. A practicing physician who has a current Wyoming medical license and is in good standing with the State of Wyoming Board of Medicine, or
2. A nurse practitioner with certification as an advanced practice registered nurse that is in good standing with the State of Wyoming Board of Nursing, or
3. A pharmacist who has a current Wyoming pharmacy license and is in good standing and certified to administer vaccines with the State of Wyoming Board of Pharmacy.

### Application Requirements

Applications must be sent via fax or email to:

Wyoming Department of Health, Immunization

Unit Attention: Yellow Fever Vaccine Program

Email: [heidi.gurov@wyo.gov](mailto:heidi.gurov@wyo.gov)

Fax: 307-777-3615

The following must be completed to apply for participation in the Wyoming Yellow Fever Vaccine Program:

- Application for Certified Yellow Fever Uniform Stamp
- Certificates of completion from the two-module CDC Yellow Fever Vaccine Course (<https://wwwnc.cdc.gov/travel/page/yellow-fever-vaccine-course>)
  - The Uniform Stamp applicant, the Yellow Fever Vaccine Coordinator, and any other staff with responsibilities associated with the administration of yellow fever vaccine must complete this two-part course, the test, and submit a transcript. If applicable, complete:
  - Designation of Additional Vaccination Center (if applicable)
    - This form may be used by a Uniform Stamp Holder to designate additional facilities to administer yellow fever vaccine. The Uniform Stamp Holder is responsible for the activities of the designated facility in regard to yellow fever vaccine.

## Program Procedures

The designation of a Yellow Fever Vaccination Center is approved by the Wyoming Department of Health and maintained by the Uniform Stamp Holder. Any time a Uniform Stamp Holder is no longer associated with a Yellow Fever Vaccination Center the designation is no longer valid (See Change Notification).

Staff at a designated Yellow Fever Vaccination Centers are expected to be familiar with yellow fever vaccine administration standards, as well as recordkeeping and storage procedures that are found in the CDC Yellow Fever Vaccine Course.

The Immunization Unit may revoke a clinic's designation or a Stamp Holder's certification if the center does not conform to the procedures of the Program or if the Uniform Stamp Holder fails to renew its certification according to Immunization Unit procedures. Centers that lose their designation are also removed from the CDC central registry of Yellow Fever Vaccination Centers and will be unable to order vaccine.

## Recertification

Uniform Stamp Holders must apply for recertification every three (3) years from date of initial certification. The Immunization Unit will notify Uniform Stamp Holders and Vaccine Coordinators when the recertification period begins. Sanofi Pasteur will not ship vaccine unless recertification has been completed.

The following must be completed to apply for recertification in the Wyoming Yellow Fever Vaccine Program:

1. Application for Certified Yellow Fever Uniform Stamp
2. Certificates of completion from the two-module CDC Yellow Fever Vaccine Course (<https://wwwnc.cdc.gov/travel/page/yellow-fever-vaccine-course>)
  - a. The Uniform Stamp applicant, the Yellow Fever Vaccine Coordinator, and any other staff with responsibilities associated with the administration of yellow fever vaccine must complete this two-part course, the test, and submit a transcript. If applicable, complete:
3. Designation of Additional Vaccination Center (if applicable)
  - a. This form may be used by a Uniform Stamp Holder to designate additional facilities to administer yellow fever vaccine. The Uniform Stamp Holder is responsible for the activities of the designated facility in regard to yellow fever vaccine.

## Designation of Additional Yellow Fever Vaccination Centers

Uniform Stamp Holders may designate multiple facilities to administer yellow fever vaccine under their Uniform Stamp certification. A Yellow Fever Vaccine Coordinator must be identified for each vaccination center. The Uniform Stamp Holder is responsible for the activities of its designated Yellow Fever Vaccination Centers in regard to yellow fever vaccine.

To designate additional vaccination centers, the Uniform Stamp Holder must complete the Designation of Additional Vaccination Center(s) Form found on the Immunization Unit [Yellow Fever Vaccine Program](#) webpage.

## International Certificate of Vaccination or Prophylaxis (ICVP) Card

Yellow Fever Vaccination Centers must purchase ICVP cards to distribute to patients that receive the yellow fever vaccine.

- a. The ICVP card is available for purchase from the U.S. Government Bookstore. To order, visit: <https://bookstore.gpo.gov/products/international-certificate-vaccination-or-prophylaxis-approved-world-health-organization-0> or call toll-free (866) 512-1800.
- b. Search for “*ICVP Card: International Certificate of Vaccination or Prophylaxis as Approved by the World Health Organization*” on the U.S Government Bookstore website.

## Vaccine Information Statement (VIS)

As required by the National Childhood Vaccine Injury Act of 1986, all Yellow Fever Vaccination Centers are required to provide patients with the [Yellow Fever VIS](#) prior to the administration of the vaccine. The VIS informs vaccine recipients or their legal representatives about the benefits and risks of a vaccine.

## Clinic Registries

After a Uniform Stamp Holder is certified and has designated a Yellow Fever Vaccination Center, the Immunization Unit will provide the center’s information to the CDC to be posted on the [Yellow Fever Vaccination Clinics in Wyoming](#) website. Information on Yellow Fever Vaccination Centers is also listed on the Immunization Unit website. These registries facilitate the ability of patients to locate Yellow Fever Vaccination Centers in their area. Uniform Stamp Holders are encouraged to review the information on these registries to ensure accurate information has been posted.

## Change Notifications

Certification or designation to administer yellow fever vaccine cannot be transferred from person to person or site to site. Any change to the information on record with the Immunization Unit must be reported immediately using the [Change Notification Form](#).

## Change of Address

Please submit the [Change Notification Form](#) prior to an address change at any of the designated Yellow Fever Vaccination Centers to ensure vaccine is delivered appropriately. Failure to submit the Change Notification Form could inhibit the ability to order vaccine. The information will be updated accordingly on the CDC website, the Immunization Unit Yellow Fever Vaccine Program webpage, and with the vaccine manufacturer. Vaccine manufacturer will only accept changes submitted by the Immunization Unit, they will not accept changes submitted by a Yellow Fever Vaccination Center or a Uniform Stamp Holder.

## General Contact Changes

Any contact changes for the Uniform Stamp Holder must be reported immediately. If the Uniform Stamp Holder is no longer associated with a Yellow Fever Vaccination Center, the designation is no longer valid. The center must immediately cease the administration of the yellow fever vaccine and return the Uniform Stamp to the Immunization Unit. A new application can be submitted for the facility by a different licensed practitioner.

## Vaccine Coordinator Changes

All designated facilities must have at least one designated Vaccine Coordinator. Any change in this person's role, contact information, or their employment status must be reported to the Immunization Unit.

## Replacement Stamps

Uniform Stamps may be replaced if they are lost or damaged. Uniform Stamp Holders may request a replacement stamp by submitting the Request for Replacement Stamp form. Upon completion of the form, the Immunization Unit will authorize the purchase of a replacement stamp. If the stamp was damaged, please return it along with the request. If a lost stamp is found after a replacement has been ordered please notify the Immunization Unit.

## Standards, Recordkeeping, and Storage

Yellow Fever Vaccination Centers administering and storing vaccines should conform to acceptable standards according to the vaccine package insert and ACIP General Recommendations on Immunization.

Yellow Fever Vaccination Centers are subject to an audit without notice and may be asked to provide these logs for review. Failure to provide this documentation upon request may result in the inability to order vaccine or the cancellation of the Uniform Stamp and the designation of the Yellow Fever Vaccinations Centers associated with that stamp.

## Vaccine Storage

The Yellow Fever Vaccine Coordinator is responsible for the safe storage of the vaccine, in accordance with the package insert and the ACIP General Recommendations on Immunization and for ensuring that all other staff with responsibilities associated with the yellow fever vaccine have been trained. Refer to the vaccine package insert for proper storage temperatures and guidelines.

## Temperature Logs

All Yellow Fever Vaccination Centers are required to maintain an updated vaccine temperature log for each storage unit used for yellow fever vaccine. Vaccination centers may use the Immunization Unit Vaccine Temperature Log located on the [Immunization Unit Yellow Fever Vaccine Program](#) webpage. Temperatures should be recorded twice daily with any temperature excursions reported to the vaccine manufacturer for assistance with determining viability.

## Wyoming Immunization Registry Reporting

If your Electronic Health Record (EHR) system does not already report data directly to the Wyoming Immunization Registry (WyIR) through HL7 messaging, please make sure that all yellow fever vaccines given are manually entered into the WyIR in each patient record.

As of February 2018, under Administrative Rule all immunizations administered in Wyoming must be reported to the WyIR, which includes yellow fever and other travel vaccines. For more information about the WyIR please visit the [Immunization Unit WyIR webpage](#).

## Reporting Adverse Events

The U.S. Department of Health and Human Services developed the Vaccine Adverse Events Reporting System (VAERS) to accept all reports of suspected adverse events after vaccine administration. Reporting all clinically significant adverse events occurring after vaccination is strongly encouraged. Vaccine

recipients, parents, guardians, and health-care providers can report adverse events to VAERS. Reporting forms can be obtained by calling 1-800-822-7967, or by visiting the [VAERS website](#). Healthcare providers should also report these events to the vaccine manufacturer. For YF-VAX, contact Sanofi Pasteur, Discovery Drive, Swiftwater, Pennsylvania 18370, or call 1-800-822-2463.

The CDC can also provide consultation regarding reports of suspected serious adverse events. To discuss a serious adverse event, call 1-800-CDC-INFO.

## Training and Education

The Uniform Stamp Holder, the Yellow Fever Vaccine Coordinator, and any staff with responsibilities associated with the administration of yellow fever vaccine must complete the two-part CDC Yellow Fever Vaccine Course upon enrollment into the Program and every three years during recertification.

The Uniform Stamp Holder and the Yellow Fever Vaccine Coordinator must provide a certificate of completion in order for the application to be processed.

## Resources

The Yellow Book is published every two years by CDC as a reference for those who advise international travelers about health risks. The Yellow Book is written primarily for health professionals, although others will find it useful.

The Yellow Book may be purchased or accessed online at <https://wwwnc.cdc.gov/travel/page/yellowbook-home>

Traveler's Health website located at <http://wwwnc.cdc.gov/travel/>

[Y-VAX® Prescribing Information](#) on the Sanofi Pasteur website.

[CDC Vaccine Information Statements](#) – Yellow Fever Vaccine Information Statement and information