



**Department  
of Health**

# **NYS Vaccines for Children (VFC) Program Training Series 2: VFC Personnel and Training**

New York State Department of Health  
Bureau of Immunization

# NYS VFC Program Requirements

1. Designation of a VFC Provider of Record, Primary Vaccine Coordinator, and Back-up Coordinator
  - Provider of record is physician at practice who is aware of all VFC program requirements, is directly involved in VFC program activities, and signs the VFC provider agreement.
  - Primary Vaccine Coordinator and Back-up are the individuals responsible for managing VFC activities
  - VFC Personnel are required to be trained in routine and emergency vaccine policies and procedures.
2. Complete Annual VFC trainings
  - Part of annual renewal process



# Additional Staff Training

- All staff receiving deliveries, handling, or administering vaccines must know proper vaccine storage and handling requirements



Source: Centers for Disease Control and Prevention

# Vaccine Coordinator Responsibilities

## Receiving vaccines

- Be present to accept vaccine deliveries
- Ensure that acceptable temperature ranges have been maintained
- Additional training “Accepting a Vaccine delivery”



# Vaccine Coordinator Responsibilities

## Storing vaccines

- Manage vaccine inventory
  - Rotate inventory; ensure vaccines with shorter expiration dates are used first
  - Remove expired vaccines
  - Keep VFC vaccine separate from private vaccine stock
  - Additional training “Managing your vaccine inventory”
- Maintain storage units
  - Refer to guidance documents and storage unit owner’s manual



# Vaccine Coordinator Responsibilities

## Monitoring/recording Vaccine Temperatures

- Use a calibrated, continuous temperature monitoring device
  - Record current temperatures twice daily, when the practice opens and closes
  - Record minimum and maximum temperatures at the start of each office day
- Review vaccine temperature logs weekly
- Entry into NYSIIS temp log on a regular basis
  - Direct entry is best practice
  - Required at least every two weeks (for vaccine orders)
- May designate other *trained* staff
- Take immediate action if temperatures are outside acceptable ranges
- Implement the emergency vaccine management plan, if necessary



# Vaccine Coordinator Responsibilities

## Ordering vaccines

- Perform a physical inventory of all vaccines in stock
- Separate training (#12 *Managing Vaccine Inventory*)

## Submit vaccine orders via NYSIIS

- Separate training (#13 *Vaccine Orders*)



# Additional Vaccine Coordinator Responsibilities

## Additional Tasks

- Making sure storage unit doors are firmly closed when not in use
- Developing/maintaining routine and emergency storage and handling plans and overseeing staff who transport vaccine, when necessary.
- Maintaining all documentation, including temperature excursion responses and VFC Program records
- Ensuring all staff are adequately trained



# VFC Program Annual Training Requirements

- Newly enrolling providers must complete trainings as part of their enrollment
- Renewing providers must complete training annually
  - within deadlines established by VFC program
- Anytime there is a change to already existing VFC provider's vaccine coordinator, back-up coordinator or provider of record, new staff in these roles need to take trainings
- Maintain documentation:
  - the name of each training completed
  - the name of each staff person who completed the training, and
  - the date the training was completed

# NYS VFC Training Requirements

REQUIRED VFC TRAININGS	VFC PROVIDER PRACTICE STATUS		
	Newly Enrolling	Staff Change	Annual Renewal
1. VFC Program Background and Enrollment	X	X	
2. VFC Personnel and Training	X	X	
3. VFC Provider Requirements	X	X	X
4. Vaccine Management Plans	X	X	
5. The Vaccine Cold Chain	X	X	X
6. Selecting Vaccine Storage Units	X		
7. Setting up Vaccine Storage Units	X		
8. Selecting Temperature Monitoring Equipment	X		
9. Temperature Monitoring Device Calibration	X		
10. Monitoring Vaccine Storage Unit Temperatures	X	X	X
11. Temperature Excursions	X	X	X
12. Managing Vaccine Inventory	X	X	X
13. Vaccine Orders	X	X	X
14. Accepting a Vaccine Delivery	X	X	
15. Vaccine Disposal and Returns	X	X	
16. Vaccine Preparation	X		
17. Vaccine Transport	X	X	



# NYSIIS Training

- Standard user/administrative user training:  
[http://www.health.ny.gov/prevention/immunization/information\\_system/status.htm](http://www.health.ny.gov/prevention/immunization/information_system/status.htm)
- For help:
  - contact the NYSIIS help desk at 1-866-389-0371 or
  - email [NYSIISHelpDesk@hpe.com](mailto:NYSIISHelpDesk@hpe.com)

# Key Messages:

## VFC Personnel and Training

- Each VFC practice is responsible for designating a Provider of Record, Primary Vaccine Coordinator and a Back-up Vaccine Coordinator.
- Vaccine Coordinators are responsible for many vaccine inventory management activities including: receiving, storing, ordering and returning vaccine and monitoring vaccine temperatures.
- Each Provider of Record, Primary Vaccine Coordinator and back-up must complete annual VFC trainings to participate in VFC Program.
- All staff who handle or administer vaccines should be adequately trained.

# Resources

## **New York State Department of Health Bureau of Immunization**

Immunization Update Webinar Series (Training Resource)

[http://www.health.ny.gov/prevention/immunization/providers/webinar\\_series.htm](http://www.health.ny.gov/prevention/immunization/providers/webinar_series.htm)

## **New York State Vaccines for Children (NYS VFC) Program**

Vaccine Storage Unit Maintenance

[http://www.health.ny.gov/prevention/immunization/vaccines\\_for\\_children/docs/vaccine\\_storage\\_unit\\_maintenance.pdf](http://www.health.ny.gov/prevention/immunization/vaccines_for_children/docs/vaccine_storage_unit_maintenance.pdf)

Guidance for Performing a Manual Freezer Defrost

[http://www.health.ny.gov/prevention/immunization/vaccines\\_for\\_children/docs/manual\\_defrost\\_guidance.pdf](http://www.health.ny.gov/prevention/immunization/vaccines_for_children/docs/manual_defrost_guidance.pdf)

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

You Call the Shots Training Series

<http://www.cdc.gov/vaccines/ed/youcalltheshots.html>

Keys to Storing and Handling your Vaccine Supply

<http://www2.cdc.gov/vaccines/ed/shvideo/>

## **Immunization Action Coalition (IAC)**

Skills Checklist for Immunization

<http://www.immunize.org/catg.d/p7010.pdf>

Checklist for Safe Vaccine Storage and Handling

<http://www.immunize.org/catg.d/p3035.pdf>

Web-based Education and Resources on Administering Vaccine

<http://www.immunize.org/clinic/administering-vaccines.asp>

## **California Vaccines for Children, EZIZ, Vaccine Fact Sheets**

<http://eziz.org/resources/vaccinefactsheets/>

# Additional Training for NYS VFC Providers

**Next: NYS VFC Program Training Series #3: *VFC Provider Requirements***