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

New York State Department of Health
Bureau of Immunization
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

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NYSIIS Training

• Standard user/administrative user training: 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
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)

New York State Vaccines for Children (NYS VFC) Program
Vaccine Storage Unit Maintenance
Guidance for Performing a Manual Freezer Defrost

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
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