

Vaccine Coordinator

The Role of the Vaccine Coordinator

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

Every Provider should have one person designated as the Vaccine Coordinator who has primary responsibility for overseeing the vaccine supply. The Vaccine Coordinator should have a backup Coordinator who is responsible when the primary coordinator is not available. In many VFC practices, the Vaccine Coordinator is a medical assistant. In other practices, the Vaccine Coordinator is an LVN, RN, manager or other staff person.



Responsibilities of the Vaccine Coordinator

The responsibilities of the Vaccine Coordinator vary according to the number of immunizations a practice gives and the protocols of that practice; below is a list of vaccine management responsibilities. In some practices, the Vaccine Coordinator is responsible for all of them. In other practices, a different person may have one or more vaccine management responsibilities (e.g. ordering vaccines) and keeps the Vaccine Coordinator informed as necessary.

The responsibilities of the Vaccine Coordinator vary from practice to practice and may include performing or training other (especially new) staff to do any of the following:

Receiving vaccines

- Be present when vaccine shipments are delivered and process the shipment into inventory.
- Ensure that the cold chain has 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 vaccines separate from privately purchased vaccine.
- Perform routine cleaning on vaccine storage units.

Monitoring vaccine temperatures

- Record refrigerator and freezer min/max temperatures on a temperature log once a day.
- Take immediate action if temperatures are outside of range.
- Implement the vaccine emergency plan, if necessary.
- Review downloaded digital temperature logs weekly.
- Ensure that temperature logs are retained for at least three years.

Ordering Vaccines

- Perform a physical inventory (reconcile) of all vaccines.
- Log on to Oregon ALERT IIS and access the "manage orders" link.
- Complete the order screen, review for errors and then click the "submit order" button.