

VFC TRAINING REQUIREMENTS & RECOMMENDATIONS

Training	Required/ Recommended	Who Should Take It	How Often	Website
VFC Overview and Self-Assessment	Required	Primary and Back-up VFC Coordinator	Every year	http://bit.ly/ORVFCtraining
Vaccine Management 1. Preparing vaccines 2. Administering vaccines 3. Storing vaccines	Required	Primary and Back-up VFC Coordinator (other immunizing staff recommended)	Every two years	
Review Vaccine Management Guide	Required	All staff handling vaccine	Every year	N/A
ALERT IIS Basic User	Required	All staff accessing ALERT IIS should take all six trainings	Once	http://bit.ly/EnrollALERT
ALERT IIS Super User	Required	At least one person per clinic	Once	
ALERT IIS Vaccine Inventory	Recommended	Anyone helping with inventory	When needed	
ALERT IIS Vaccine Ordering	Recommended	Anyone ordering state-supplied vaccine	When needed	
ALERT IIS Reports	Recommended	Staff involved in quality assurance and improvement	When needed	

CLINIC SPECIFIC TRAINING

Training	Required/ Recommended	Who Should Take It	How Often	Resources

Note: Clinics must keep the most recent training certificates for VFC related training that staff members attend.

VFC Task List

VFC clinic staff are responsible for ensuring that vaccine is appropriately stored and managed at all times.

Daily tasks	Take 2x daily temperatures
	Document all immunizations
Weekly	Download and review data loggers
	Rotate vaccine stock
Monthly	Do a vaccine inventory count
	Adjust ALERT IIS inventory to match physical inventory
	Troubleshoot any data quality issues you discover due to inventory count
Annually	VFC Recertification (January)
	Flu Vaccine Management <ul style="list-style-type: none"> • Prebook flu vaccine for upcoming season (January) • Return expired flu vaccine (July)
	Calibrate thermometers
	Review/update Vaccine Management Guide, sign and date.
	Take VFC Overview and Self-Assessment Training
Every Other Year	Take Vaccine Management Trainings (at least 2 staff) <ul style="list-style-type: none"> • Storing Vaccines • Preparing Vaccines • Administering Vaccines
	VFC Site Visit
As Needed	Place vaccine orders (Place orders after submitting reconciled inventory count)
	Document borrowed doses and pay them back within 90 days
	Add private stock into ALERT IIS inventory upon receipt of inventory
	Complete vaccine transfer documentation in ALERT IIS
	Update VIS
	Submit temperature logs to Oregon Immunization Program (when requested)
	Respond to and document temperature excursions in your clinic's vaccine storage troubleshooting record
	Update clinic shipping hours in ALERT IIS
Report changes of key staff to VFC program	