

# Vaccines For Children (VFC) Clinical Self-Assessment

## I. Vaccine Eligibility Screening and Billing

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- Staff must screen and document the vaccine eligibility status at every vaccination visit, for every patient.
- Staff know which patients can and cannot get VFC vaccine.  
<https://www.oregon.gov/oha/PH/PreventionWellness/VaccinesImmunization/ImmunizationProviderResources/vfc/Documents/VFCVacMgmtGuide.pdf>
- Vaccine administration fee charged to uninsured VFC patients is not more than \$21.96 per dose.

## II. Documentation

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- Review all Vaccine Management (See the [Oregon Vaccine Management Guide](#)) plans annually. Plans must include ALL of the following:
  1. Date it was last reviewed
  2. Documentation of review by Primary & Back-up VFC contact and other key staff
  3. Appropriate vaccine storage and handling practices
  4. Vaccine shipping, receiving and transporting procedures
  5. Emergency plan and procedures
  6. Vaccine ordering procedures
  7. Inventory control (stock rotation)
  8. Handling vaccine wastage
- Maintain VFC documentation including temperature and borrowing logs, for three 3 years
- A current Vaccine Information Statement (VIS), Immunization Information Statement (IIS) or Emergency Use Authorization (EUA) is provided to the patient or caregiver before every immunization. To sign up for email alerts when VIS/IISs are updated, go to the following:  
<https://www.immunize.org/vaccines/vis/about-vis/>
- Immunization documentation must be in the patient's permanent medical record and include the following:
  1. Name of vaccine and the date administered
  2. Manufacturer and lot number
  3. Publication date of each VIS/IIS/EUA provided
  4. Date the VIS/IIS/EUA was given to patient
  5. Name and address of the clinic where vaccine was administered
  6. Name and title of person administering the vaccine

- Primary and Back-Up Vaccine Coordinators take [VFC/VAP annual overview and self-assessment trainings](#) every 12 months.
- Know how and when to contact the [Vaccine Adverse Reporting System](#) (VAERS) or for Beyfortus, the FDA's Safety Information and Adverse Event Reporting Program: [MedWatch](#).

### III. Storage and Handling

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- Keep calibrated continuous tracking thermometers in all units storing vaccine.
- Buffered temperature probes are centrally located with vaccine.
- Have a back-up thermometer (with buffered probe, if applicable) with current calibration certificate.
- Document minimum and maximum (min/max) temperatures each day clinical staff are present, including time and date, and initials of the person checking the temperature.
- Review and save continuous tracking temperature data weekly.
- Store the vaccine appropriately so that it stays in the required temperature range.
- Prepare vaccines immediately before administration; do not pre-draw vaccines or leave vaccine at room temperature.
- Rotate vaccine stock so the vaccine with the longest expiration date is placed behind vaccine with the shortest expiration date.
- Store vaccines in their original boxes whenever possible, allow air space between stacks, and place vaccine away from cooling vents.
- Do not store food or drinks in vaccine refrigerators or freezers.
- Do not store vaccines in the doors or drawers of the refrigerator or freezer.
- Place a "Do Not Unplug" sticker or sign next to all refrigerator and freezer electrical outlets and "Do Not Turn Off" stickers on circuit breakers.
- If a refrigerator and/or freezer goes out of temperature range, take the following actions:
  1. Ensure vaccines are stored properly. This may involve moving vaccines.
  2. Contact the VFC Help Desk.
  3. Document incident and resolution on an event log.
- Store and label vaccine so private and state supplied vaccine can be easily differentiated.

#### IV. Oregon Vaccine Stewardship Laws

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- Submit all doses to ALERT IIS within 14 days of administration.
- All doses must report to ALERT IIS with a valid vaccine eligibility code (including adults and patients with private insurance).
- Account for all doses (public and privates) of vaccine using ALERT IIS inventory module.
- Accept all transfers in ALERT IIS inventory.
- At least two immunization staff must take Oregon's Vaccine Management Course every two (2) years.