
VACCINES FOR CHILDREN (VFC) CLINIC SELF-ASSESSMENT

1. VACCINE ELIGIBILITY SCREENING AND BILLING

- 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.
<http://www.cdc.gov/vaccines/programs/vfc/providers/eligibility.html>).
- Vaccine administration fee charged to uninsured VFC patients is not more than \$21.96 per dose.

2. DOCUMENTATION

- Review all Vaccine Management plans annually. The plans must include ALL of the following:
 - Date it was last reviewed
 - Documentation of review by Primary & Backup VFC contacts and other key staff
 - Appropriate vaccine storage and handling practices
 - Vaccine shipping, receiving and transporting procedures
 - Emergency plan and procedures
 - Vaccine ordering procedures
 - Inventory Control (Stock Rotation)
 - Handling vaccine wastage

See the [Oregon Vaccine Management Guide](#).

- Maintain VFC documentation including temperature and borrowing logs, for three years.
- A current Vaccine Information Statement (VIS) is provided before every immunization. To sign up for email alerts when VIS are updated, go to the following <http://www.immunize.org/vis/>.
- Immunization documentation must be in the patient's permanent medical record and include the following:
 - Name of vaccine and the date administered
 - Manufacturer and lot number
 - Publication date of each Vaccine Information Statement (VIS) provided
 - Date the VIS was given to patient
 - Name and address of the clinic where vaccine is administered
 - Name and title of person administering the vaccine
- Know how and when to contact [Vaccine Adverse Reporting System](#) (VAERS).

3. STORAGE AND HANDLING

- 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) with current calibration certificate.
- Document minimum and maximum (min/max) temperatures each business day, 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 out 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, 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” 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:
 - Ensure vaccines are stored properly. This may involve moving vaccines.
 - Contact the VFC Help Desk
 - Document incident and resolution on an event log
- Store and label vaccine so private and state supplied vaccine can be differentiated.

4. OREGON VACCINE STEWARDSHIP LAWS

- Submit all doses to ALERT IIS within 14 days of administration
- All doses must have a valid vaccine eligibility code (including adults and patients with private insurance)
- Account for all doses (public and private) of vaccine using ALERT IIS inventory module
- Accept all transfers in ALERT IIS inventory