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 and Backup VFC contacts
  • 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

☐ We 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.
☐ Thermometers and/or probes are centrally located with vaccine.
☐ Have a back-up thermometer with current calibration certificate.
☐ Document temperatures twice daily, including time and date, and initials of the person checking the temperature.
☐ Review 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 refrigerator or freezer doors.
☐ 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 your Health Educator
  • 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