

How to Prepare for a Vaccine for Children (VFC) Compliance Visit

DO I MEASURE UP? – The following questions can be used to assist you in your preparation for a VFC compliance visit. These questions relate to the areas of focus by our immunization nurse. Circle the correct answers for your office

VACCINE ORDERING:

Yes No Do you order vaccine monthly?

Yes No Are VFC vaccine shipments checked for accuracy, logged in, and placed in appropriate storage immediately?

Yes No Is there a trained back-up person to receive vaccines when the primary contact person is not available?

VACCINE STORAGE AND HANDLING:

Yes No Are VFC vaccines marked to distinguish them from privately purchased vaccines?

Yes No Do you have an Emergency Plan that has been updated this year in the event of a power failure or mechanical problem?

Yes No Do you have a separate refrigerator and a separate stand-alone freezer? (No Dormitory style units are permissible for use in the VFC Program)

Yes No Do you have functional and current NIST certified and calibrated Digital Data Loggers in both the refrigerator and freezer with a backup of a different calibration date?

Yes No Does your Digital Data Logger have a Min/Max temperature reading available?

Yes No Do you monitor and record the temperatures of all units twice daily (current, min, and max)?

Yes No When temperatures are out of range do you record the corrective actions you performed on the temperature log?

VACCINE STORAGE AND HANDLING (Cont'd):

Yes No Do you submit an incident report for temperatures out of range >30 minutes?

Yes No Do you know who to notify when a cold chain failure occurs?

Yes No Is the temperature of the refrigerator within the recommended range of 36.0° to 46.0°F, (2.0o to 8.0C)?

Yes No Is the temperature of the freezer between -58.0°F to 5.0°F, (-50.0 C to -15.0 C)?

Yes No Do you avoid storing food and specimens in the same refrigerator/freezer units with vaccines?

Yes No Are VFC vaccines stored only in the central portion of the refrigerator or freezer? (Vaccines should never be stored in the door or crisper bins.)

Yes No Are vaccines arranged so that cold air can circulate around them?

Yes No Are vaccines stored in the original packaging to avoid exposure to light?

Yes No Do you keep bottles of water on the bottom of the refrigerator if manufacturer recommended?

Yes No Are crisper bins/drawers removed from the refrigerator?

Yes No Are frozen water bottles on the bottom and along the freezer perimeter to help maintain vaccine storage temperatures if manufacturer recommended?

Yes No Do you post “Do Not Disconnect” signs for your refrigerator, freezer, and circuit breaker? (This is a visible reminder to anyone outside of your immediate staff not to unplug the units.)

Yes No Do you rotate your vaccine supply weekly and use the short-dated vaccine first?

Yes No Do you monitor your vaccine supply that is within 90 days of expiration? (If you have vaccines that you will not be able to use, you can contact the PA VFC Program to see if there is a provider in your area that would be willing to accept the vaccine and use it prior to expiration.)

Yes No Do you monitor your vaccine supply to ensure that all expired vaccine is removed from the storage unit?

Yes No Do you report all doses of spoiled, wasted, and expired vaccine to the PA VFC Program and subsequently return only the unopened vials as directed?

VACCINE ADMINISTRATION

Yes No Do you follow the current ACIP Recommended Childhood Immunization Schedule?

Yes No Do you follow the Standards for Pediatric Immunization Practices?

Yes No Do you simultaneously administer all vaccines for which a child is eligible?

Yes No Does your practice track and recall children in need of immunization?

Yes No Do you report adverse events to VAERS?

Yes No Do you follow the Guide to Contraindications to Childhood Immunizations?

Yes No Do you document using a “Patient Eligibility Screening Record” or equivalent for all VFC-eligible children at every visit?

Yes No Does your practice have a method of identifying all children who have been immunized with PA VFC vaccines?

VACCINE EDUCATION

Yes No Does your staff have an opportunity to receive annual education and training on immunization recommendations and related issues?

Yes No Have you added RA-pavfc@pa.gov to your “safe senders list” to get important updates from the CDC and VFC program?