

Vaccine Coordinator roles and responsibilities

Designate a person to be the primary vaccine coordinator for your facility. This person will be responsible for ensuring all vaccines are stored and handled correctly. Appoint a second staff member to serve as an alternate in the absence of the primary coordinator (this is particularly important in case of after-hours emergencies). Both coordinators should be fully trained in routine and emergency policies and procedures.

Coordinator responsibilities:

- Ordering vaccines
- Overseeing proper receipt and storage of vaccine deliveries
- Documenting vaccine inventory information and organizing vaccines within storage units
- Setting up temperature monitoring devices
- Reading and recording storage unit temps a minimum of two times each workday
- Reading and recording current minimum/maximum temps from a digital data logger two times each workday
- Reviewing and analyzing temperature data at least weekly for any shifts in temperature trends
- Rotating stock at least weekly so vaccine with the earliest expiration dates are used first
- Removing expired vaccine from storage units
- Responding to out-of-range temperatures (temp excursion)
- Maintaining all documentation, such as inventory and temperature logs
- Ensuring staff is properly trained
- Monitoring operation of storage equipment and systems
- Overseeing proper vaccine transport (when necessary)
- Overseeing emergency preparations, including plans for ensuring safety of vaccine during emergencies
- Tracking inclement weather conditions
- Ensuring appropriate handling of vaccines during disaster or power outage

Staff Training

All staff members who receive deliveries and/or handle or administer vaccines should be familiar with storage and handling policies and procedures at your facility. Keep standard operating procedures for storage and handling near storage units and make sure staff knows where to find them.

CDC recommends that storage and handling training should be done:

- As part of new employee orientation;
- Annually as a refresher for all staff involved in immunization activities;
- Whenever new vaccines are added to inventory; and
- Whenever recommendations are updated.

The coordinator will also maintain the Vaccines for Children email (RA-PAVFC@pa.gov) on your safe senders list to ensure you receive the important communications from the VFC program.