

# Routine Vaccine Management Tool: Health Department

## WORKSHEET FOR KEY VACCINE MANAGEMENT INFORMATION

### KEEP NEAR VACCINE STORAGE UNIT(S)

The Tennessee VFC Program requires each practice to develop and maintain a Routine Vaccine Management Plan and an Emergency Vaccine Management Plan. Plans should include practice-specific guidelines, protocols, and contact information. Plans must be updated whenever VFC Program guidelines change and when staff with designated vaccine management responsibilities change.

Staff assigned vaccine management responsibilities are to review and sign the signature page annually and when the plan is updated. This Plan may be reviewed by VFC Representatives during routine and drop-in site visits.

### PROVIDER ACKNOWLEDGEMENT:

I have reviewed and approved the routine vaccine management tool and emergency vaccine management tool which includes the emergency contact and locations.

Provider Signing Agreement:	Date:
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### STAFF ROLES & CONTACT INFORMATION

OFFICE / CLINIC NAME:	VFC PIN NUMBER:
ADDRESS:	

Role/Responsibility	Name	Title	Phone Number	Alt Phone Number	Email
Provider of Record (as indicated in the VFC Provider Enrollment Primary VFC Contact)					
Back-Up Vaccine Contact					
Additional Contact					
Receives vaccines					
Stores vaccines upon arrival					
Handles shipping issues					
Other					

TIP Phone Contact: 1-800-404-3006 or 615-741-7247  
 Tennis Registry Phone Number: 1-844-206-9927

[vfc.help@tn.gov](mailto:vfc.help@tn.gov)  
[tennis.help@tn.gov](mailto:tennis.help@tn.gov)

Please refer to Vaccine Storage Unit and Temperature monitoring guidance for Health Department VFC Facilities



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## Receiving and Inspecting of Vaccine Shipments

The practice assumes responsibility for all VFC vaccine shipped to its site.

Vaccine shipments are inspected immediately upon arrival to verify that the temperature during transport was within range, and that the vaccines being delivered match those listed on the packing slip and order confirmation.

The practice never rejects vaccine shipments.

The practice reports shipment discrepancies and vaccine exposed to out-of-range temperatures immediately to the VFC Program.

Vaccines are immediately stored according to VFC requirements.

## Education Requirements for VFC Providers

VFC providers are required to participate in annual education for Vaccine Management and Storage and Handling, and must provide documentation of completed education with annual enrollment.

Education may be provided in the following:

- VFC Compliance Site Visit
- Attend Annual Spring Review provided by the Tennessee Immunization Program
- Online Options:
- **You Call the Shots:**
- <http://www2a.cdc.gov/nip/isd/ycts/mod1/courses/vfc/ce.asp>
- <http://www2a.cdc.gov/nip/isd/ycts/mod1/courses/sh/ce.asp>
- **EZIZ:**
- <http://eziz.org/eziz-training/> **Complete All Modules**

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## SIGNATURE LOG

By signing, I acknowledge I have reviewed and am familiar with the information in this document.

<b>Review Date:</b>		<b>VFC PIN#:</b>	
Updates & Comments: <b>Please send all updates listed on this page to TIP at <a href="mailto:VFC.enrollment@tn.gov">VFC.enrollment@tn.gov</a> or 615-401-6831.</b>			
Provider of Record name:		Signature:	
PrimaryVaccine Contact name:		Signature:	
Back-up Vaccine Contact name:		Signature:	
AdditionalStaff:		Signature:	

<b>Review Date:</b>			
Updates & Comments:			
Provider of Record name:		Signature:	
PrimaryVaccine Contact name:		Signature:	
Back-up Vaccine Contactname:		Signature:	
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<b>Review Date:</b>			
Updates & Comments:			
Provider of Record name:		Signature:	
PrimaryVaccine Contact name:		Signature:	
Back-up Vaccine Contact name:		Signature:	
AdditionalStaff:		Signature:	

# Emergency Vaccine Management Tool: Health Department

## WORKSHEET FOR EMERGENCY CONTACTS

### KEEP NEAR VACCINE STORAGE UNIT(S)

The Tennessee Immunization Program requires each practice to develop and maintain an Emergency Vaccine Management Plan and a Routine Vaccine Management Plan. Plans should include practice-specific guidelines, protocols, and relevant contact information. Plans must be updated and reviewed whenever VFC Program guidelines change and when staff with designated vaccine management responsibilities change.

This Emergency Vaccine Management Plan outlines actions staff should take in the event of an emergency that might affect vaccine viability. Examples include unit malfunction/mechanical failure, power outage, natural disaster, or human error.

### STAFF ROLES & CONTACT INFORMATION

OFFICE / CLINIC NAME:	VFC PIN NUMBER:
ADDRESS:	

In an emergency, contact the following people in the order listed:

Role/Responsibility	Name	Phone Number	AltPhone Number	Email Address
1.				
2.				
3.				
4.				

### USEFUL EMERGENCY NUMBERS

Service	Name	Phone Number	AltPhone Number	Email Address
VFC Field Rep				
TIP		1-800-404-3006		
Utility Company				
Building Maintenance				
Building Alarm Company				
Refrigerator/Freezer Alarm Company				
Refrigerator/Freezer Repair				
Generator Repair and Maintenance				
Point of contact for Vaccine Transport				
Other				

Does the clinic have a generator? If so, where is it? \_\_\_\_\_

If your clinic does not have a generator, and/or your vaccine storage unit fails, it might be necessary to transport vaccine to alternate storage locations.

Alternate Vaccine Storage Locations	Address	Phone Number	AltPhone Number	Email Address

Location of emergency packing supplies: \_\_\_\_\_

# Emergency Vaccine Management Tool: Health Department

**EMERGENCY VACCINE STORAGE UNIT INFORMATION:** Complete this for the emergency units you will be using. If using off site facility location remember to identify the location of the units so that staff will be aware of correct location. (example: ABC Hospital 4<sup>th</sup> Floor Pharmacy Refrigerator and Freezer Units)

UnitType	Location(Room#)	Brand	.PEFM	Serial Number
Refrigerator				
Freezer				
Refrigerator				
Freezer				

Attach additional unit information as needed

## OTHER USEFUL INFORMATION

**Facility Floor Plan:** Attach a simple floor diagram identifying the location of doors, light switches, flashlights, spare batteries, keys, locks, vaccine storage units, alarms, circuit breakers, packing materials, etc.