

Key Program Role

The Vaccine Coordinator is responsible for developing and implementing your practice's vaccine management plan to protect vaccines under routine and emergency situations. Vaccines are expensive and sensitive to temperature fluctuation. Careful vaccine management is essential to protect your vaccine supply. Providers are required to designate a fully trained Vaccine Coordinator and a backup in case the primary is not available. They must be on site, and their contact information must be reported during enrollment and updated when staffing changes. The Vaccine Coordinator may be a medical assistant, LVN, RN, office manager, or other staff person.



Responsibilities

Responsibilities vary depending on the amount of vaccine the practice keeps on hand and their practice protocols. In some practices, the Vaccine Coordinator is responsible for all vaccine management activities, including training new and existing staff. In others, a different person may have one or more vaccine management responsibilities, such as ordering vaccines. Below is a list of the most essential responsibilities.

Receiving vaccines

- Be present when vaccine shipments are delivered and immediately store vaccines.
- Ensure that acceptable temperature ranges have been maintained in transit.
- Report any temperature excursions following program requirements.

Storing vaccines

- Rotate the vaccine inventory so that vaccines with shorter expiration dates are used first.
- Remove expired vaccines in the refrigerator or freezer to prevent administration errors.
- Keep private vaccines separate from public stock.
- Clean vaccine storage units routinely; defrost freezers if about one inch of ice has built up.

Monitoring vaccine temperatures

- Set up certified, calibrated data loggers to record refrigerator and freezer temperatures.
- Read and record minimum, current, and maximum temperatures twice a day.
- Download and review temperature data every 2 weeks or sooner if there is a temperature excursion.
- Take immediate action if temperatures are outside acceptable ranges.
- Report any temperature excursions following program requirements.
- Retain all paper logs and electronic records for 3 years.

Ordering vaccines

- Perform a physical inventory of all vaccines on hand.
- Determine doses administered using the California Immunization Registry (CAIR) or your EHR.
- Account for vaccines returned or transferred since the previous order.
- Submit vaccine orders at myCAvax per program requirements and cadence.