

Vaccine Coordinator

The Role of the Vaccine Coordinator

Vaccines are expensive and sensitive to temperature. Careful vaccine management is essential to protecting your vaccine supply.

Every provider office should have one person designated as the Vaccine Coordinator who has primary responsibility for overseeing the vaccine supply. The Vaccine Coordinator should have a Backup Vaccine Coordinator who is responsible when the Vaccine Coordinator is not available. In many VFC practices, the Vaccine Coordinator is a medical assistant. In other practices the Vaccine Coordinator is an LVN, RN, office manager, or other staff person.



Responsibilities of the Vaccine Coordinator

The responsibilities of the Vaccine Coordinator vary according to the number of immunizations a practice gives and the protocols of that practice. Below is a list of vaccine management responsibilities. In some practices, the Vaccine Coordinator is responsible for all of them. In other practices, a different person may have one or more vaccine management responsibilities (e.g., ordering vaccines) and keeps the Vaccine Coordinator informed as necessary.

The responsibilities of the Vaccine Coordinator vary from practice to practice and may include performing or training other (especially new) staff to do any of the following:

Receiving vaccines

- Be present when vaccine shipments are delivered and process the vaccine shipment into inventory.
- Ensure that the cold chain has been maintained.

Storing vaccines

- Rotate the vaccine inventory so that vaccines with shorter expiration dates are used first.
- Ensure that there are no expired vaccines in the refrigerator or freezer.
- Keep VFC vaccine separate from privately purchased vaccine.
- Perform routine cleaning on vaccine storage units.

Monitoring vaccine temperatures

- Record refrigerator and freezer temperatures on a temperature log twice a day.
- Take action if temperatures are outside acceptable ranges.
- Implement the vaccine emergency plan, if necessary.
- Review vaccine temperature logs weekly.
- Ensure that temperature logs are retained for three years.

Ordering vaccines

- Perform a physical inventory of all vaccines.
- Complete the VFC vaccine order form.
- Send the order form to the VFC office.