

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.

VFC requires providers to designate a fully trained Vaccine Coordinator and a Secondary Vaccine Coordinator to implement routine and emergency vaccine management plans. Their names and contact information must be reported to the VFC Program by contacting your Regional Immunization Consultant. In many practices, the Vaccine Coordinator is a medical assistant. In other practices, the Vaccine Coordinator is an LPN/LVN, RN, office manager or other staff person. The Vaccine Coordinator and Secondary Vaccine Coordinator must be on site.



Responsibilities of the Vaccine Coordinator

The Vaccine Coordinator's responsibilities vary depending on the amount of vaccine the practice gives and practice protocols. In some practices, the Vaccine Coordinator is responsible for all vaccine management activities, including training other (especially new) staff. In other practices, 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 is delivered and immediately process it into inventory.
- Ensure that acceptable temperature ranges have been maintained.

Storing vaccines

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

Monitoring vaccine temperatures

- Use a certified calibrated temperature monitoring device to review refrigerator and freezer temperatures.
- Set up temperature monitoring devices.
- Read and record minimum/maximum (min/max) temperature daily in the a.m./beginning of shift and document current temperatures on a VFC-supplied log twice a day (am and pm).
- Take immediate action if temperatures are outside acceptable ranges.
- Implement the emergency vaccine management plan, if necessary.

- Review, download and analyze temperature data every two weeks or sooner if there is a temperature excursion.
- Retain all VFC related documents to include temperature paper logs and electronic records for three years.

Ordering vaccines

- Perform a physical inventory of all vaccines in stock.
- Account for doses of returned or transferred vaccines since the last order.
- Complete and submit the VFC vaccine order in LINKS.

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