

Vaccine Administration

- Follow Advisory Committee on Immunization Practices (ACIP) recommendations for vaccine administration, scheduling, dosage and contraindications, specifically:
 - Do not administer vaccine in the buttocks.
 - Do not administer MMR or Varicella vaccines prior to 4 days before the first birthday.
 - Follow recommended minimum intervals between doses of vaccine.
- Ensure vaccine is given only the appropriate site by the appropriate route.
- Give the appropriate Vaccine Information Statement (VIS) to the vaccine recipient or to the recipient's parent or legal representative prior to administration of **every** dose of vaccine.

Record Keeping

- Maintain records in accordance with the National Childhood Vaccine Injury Act, which requires documenting in the vaccine recipient's permanent medical record (or in a permanent office log or file) the following information:
 - Date the vaccine was administered
 - Manufacturer and lot number of the vaccine
 - Name, address and title of the person administering the vaccine
 - Date Vaccine Information Statement (VIS) was given to parent/guardian
- Report adverse events following vaccination completely, accurately, and promptly on VAERS forms.

Vaccine Management & Storage

- Order vaccine in appropriate amounts and update provider profile annually.
- Conduct a physical inventory of VFC vaccines monthly.
 - OSIIS users – reconcile with inventory in OSIIS.
 - If not an OSIIS user, record on monthly Inventory & Doses Administered Report forms.
- Submit monthly Inventory & Doses Administered Reports for vaccines supplied by VFC, if not using OSIIS. Since 95% of all VFC providers use OSIIS, this form is not included in this packet but will be provided to you during your orientation visit.
- Place a working thermometer in all refrigerators and freezers where VFC vaccine is stored.
- Check temperature of refrigerators and freezers twice daily and record on a log. Dickson graphic thermometers will be provided by the Immunization Service at no charge to VFC providers upon request as available.
- Label VFC vaccines and keep separate from privately purchased vaccine.

Vaccine Accountability

- **VFC vaccine is not free** It is paid for through federal tax dollars and thus must be accounted for when used or wasted.
- Maintain records of **all** vaccine used and/or wasted in the clinic.
- **No borrowing** between VFC and private stock is allowed in the clinic. If a child who has private insurance that covers vaccinations has received VFC vaccine it must be replaced by the clinic.

Participate in Provider Site Visits

- Immunization Service staff routinely conduct quality assurance visits to ensure VFC program requirements are met and VFC vaccine is used and handled properly. These visits include:
 - Physically checking vaccine storage and handling
 - Vaccine administration questions
 - VFC screening and recording questions
 - Review of patient charts and OSIIS records
 - Ensuring Vaccine Information Statements are given to the parents/caregiver.