

Vaccine Coordinator

The Role of the Vaccine Coordinator

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

VVFC requires providers to designate a fully trained Vaccine Coordinator to implement routine and emergency vaccine management plans. Their names and contact information must be reported to the VVFC Program through email at: vvfc@vdh.virginia.gov or by contacting a VVFC staff member at (804) 864-8055. In most practices, the Vaccine Coordinator is an MA, RN, LPN, office manager, or other staff person.



Responsibilities of the Vaccine Coordinator

In most practices, the Vaccine Coordinator is responsible for all vaccine management activities, including training of 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 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 that vaccines with shorter expiration dates are used first.
- Ensure that there are no expired vaccines in the refrigerator or freezer.
- Keep VVFC vaccine separate from private vaccine stock.
- Perform routine cleaning of vaccine storage units

Monitoring vaccine temperatures

- Use a certified calibrated thermometer (preferably a digital data logger) to review refrigerator and freezer temperatures.
- Record temperatures twice daily; once in the morning and once in the afternoon/evening.
- Take immediate action if temperatures are outside acceptable ranges.
- Implement the written emergency response plan, as necessary.
- Review vaccine temperature logs weekly.
- Retain temperature logs for three years.

Ordering vaccines

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