**Each VVFA-enrolled provider site is required to maintain a written Routine Vaccine Management Plan. The following document is a template that contains the minimum information needed to meet this requirement. Your practice may use this template or add additional information relevant to your site’s day-to-day operations. None of the information contained in this template may be excluded. This plan must be reviewed and signed by the person responsible for its contents annually.**

***(INSERT PROVIDER HEADER)***

**Virginia Vaccines for Adult (VVFA) Routine Vaccine Management Plan**

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| **Provider Name and VVFA PIN** |  |
| **Primary Vaccine Coordinator Name** |  |
| **Back-up Coordinator Name** |  |

1. Provider contact information
   1. The Division of Immunization (DOI) requires that VVFA each site identify the following Key Staff:
      1. Vaccine Coordinator
      2. Back-up Coordinator
   2. These individuals must be communicated to VVFA, initially and if any changes occur
2. Appropriate vaccine storage and handling
   1. Vaccine shipment should be checked upon arrival and stored in the appropriate location (refrigerator or freezer) immediately
   2. Separate refrigerators and freezer units are recommended to store product
   3. Both vaccine storage units and circuit breakers must be labeled with “Do Not Disconnect” labels
   4. Refrigerators and freezers must comply with the following:
      1. Maintain required storage temperatures year-round
      2. Have enough space to hold the largest amount of inventory (consider flu season)
      3. Utilize a working, certified digital data logger inside each storage compartment
      4. Store only vaccines (no food or drink)
      5. Dormitory-style refrigerators are **not** acceptable to store vaccines as they do not maintain appropriate temperatures (A dormitory-style refrigerator is defined as a combination refrigerator/freezer unit that is outfitted with one exterior door and an evaporator plate (cooling coil), which is usually located inside an icemaker compartment (freezer) within the refrigerator. Note: size is not always an indicator of this type unit.)
   5. Separate vaccine inventory for private and VVFA patients is required
   6. Temperature monitoring
      1. VVFA providers must use a Digital Data Logger (DDL) with continuous monitoring capability and a current and valid Certificate of Calibration Testing (also known as a Report of Calibration) in each unit storing public vaccines. DDLs must be used during routine, on-site vaccine storage, vaccine transport, and mass vaccination clinics.
      2. To meet VVFA program requirements, the DDL must be equipped with:
         1. A temperature probe or sensor
         2. An active temperature display outside the unit that can be easily read without opening the storage unit’s door
         3. Continuous temperature monitoring and recording capabilities and the capacity to routinely download data
      3. Certificates must contain the following:
         1. Model/Device Name or Number
         2. Serial number
         3. Date of calibration (Report or Issue date)
         4. Confirmation the instrument passed testing (Instrument in Tolerance)
         5. Calibration expiration date (optional) If Calibration expiration date is excluded or blank, unit must be replaced or recalibrated within 2 years from Calibration Issue Date.
      4. Clinics are required to log temperatures of vaccine storage units twice daily
      5. Clinics are required to log the minimum and maximum temperatures at the beginning of each clinic day
      6. Clinics are required to log the time and date of each reading as well as the name/initials of the person who assessed and recorded the reading
      7. Temperature logs must be kept for three years
      8. Thermometer probes must be located in the center of the unit with the vaccine; thermometers should not be near doors, near/against walls, close to vents, or on the floor of the unit unless the unit is purpose-built
      9. Data logger reports must be downloaded routinely and submitted with each order request
3. Vaccine shipping, and receiving
   1. The vaccine coordinator, back-up or the person listed above to receive the vaccine shipment is immediately contacted
   2. Examine container and contents for physical damage
   3. Check the cold chain temperature monitors to see if temperatures are within the recommended range
   4. Crosscheck contents and expiration dates with the invoice. If there are any discrepancies record store the vaccine appropriately and contact the VVFA program
   5. Check the packing list to determine how long the vaccine was in transit. Contact the VVFA program if the package was in transit more than 24 hours
   6. CDC does not recommend the reuse of the phase change material use in shipments from McKesson to provider offices
4. Vaccine emergency plan
   1. Each site shall fill out and post the [Emergency Response Plan](http://www.vdh.virginia.gov/content/uploads/sites/11/2016/08/EmerRespPlan.pdf); this plan must be reviewed and updated at least annually or more frequently if changes occur
   2. Ensure staff are aware of appropriate procedures in the event of a power outage or mechanical failure
   3. In the event of a temperature excursion, providers must:
      1. Quarantine the vaccine and label as “Do Not Use”
      2. Place the vaccine in a unit where it can be stored under proper conditions
      3. Obtain documentation of manufacturer guidance that determined vaccine viability
      4. Contact the VVFA program to report the excursion
   4. Document each corrective action whenever temperatures are reported outside of the required range:
      1. **Refrigerator**: 36º F and 46º F (2º C and 8º C)
      2. **Freezer**: -58º F and +5º F (-50º C and -15º C)
   5. Private storage units must adhere to CDC’s guidelines to serve as emergency storage for VVFA vaccines
5. Vaccine Ordering
   1. Conduct a physical vaccine inventory before placing a vaccine order
   2. Order all the vaccines the practice needs before the next assigned order
   3. CDC recommends smaller, more frequent orders rather than large orders to minimize the amount of vaccine loss if an incident occurs during shipment or in the vaccine storage unit.
   4. Place orders with sufficient inventory (four weeks) on hand to allow time for order processing and vaccine delivery
   5. Complete VVFA Adult Order Form. Indicate any changes in facility/practice information by circling the new information
   6. Submit data logger reports with temperatures since last order request include documentation for any excursions addressed since last order
      1. Documentation for temperature excursions includes stability letters from manufacturers and troubleshooting records. Do not include vaccine Package Inserts when faxing/emailing your vaccine order.
6. Inventory Control
   1. Conduct a physical vaccine inventory at least once a month and before ordering vaccines
   2. Maintain enough vaccine supply to meet the needs of the practice’s eligible patients
   3. Maintain accurate records, including purchase invoices, for privately purchased vaccines and make them available upon request to Regional Consultants
   4. Records must be kept for a minimum of three years
   5. Ensure that vaccine that is drawn up and not used is disposed of properly (Refer to Section *G. Vaccine Wastage*, item *e* for vaccine supplies that should not be returned to the distributor.)
   6. Organize vaccines so those with the earliest expiration dates are used first
7. Vaccine Wastage
   1. CDC’s expectation is that vaccine wastage remains below 5%
   2. Return expired and/or spoiled vaccine to McKesson for excise tax credit within six months of expiration/spoilage
   3. If the practice has vaccine due to expire within three months and will not use it:
      1. Notify the VVFA program about the vaccine;
      2. Submit a Return/Transfer Form; and
      3. Identify enrolled providers in the area to contact and inquire if they may be able to use the soon-to- expire vaccines (the VVFA program may be able to assist)
   4. If vaccine becomes spoiled or expires, remove it immediately from the storage unit, report it to the VVFA program, and complete the Return/Transfer Form
   5. Return unused vials/prefilled syringes to McKesson if unopened and in original packaging
   6. Do not return the following vaccine supplies:
      1. Used syringes with or without needles
      2. Syringes with vaccine drawn up and not used
      3. Broken or damaged vaccine vials
      4. Multi-dose vials that have already been withdrawn
   7. Report spoiled or expired vaccines to the VVFA program before placing a new vaccine order
8. Vaccine Restitution
   1. The VVFA Provider Agreement states, “I will comply with the requirements for vaccine management including: Ordering vaccine and maintaining appropriate vaccine inventories, and Returning all spoiled/expired public vaccines to CDC’s centralized vaccine distributor within six months of spoilage/expiration.”
   2. The VVFA Provider Agreement also states, “I agree to operate within the VVFA program in a manner intended to avoid fraud and abuse as defined in the Medicaid regulations…”
   3. Excessive wastage is considered abusive when it is due to negligent inventory management.
   4. The agreement states, “I agree to replace vaccine purchased with state and federal funds, that are deemed non‐viable due to provider negligence on a dose‐for‐dose basis.”

The Vaccine Management plan must be reviewed and/or updated annually or more frequently if changes occur. All information in the plan must be current. A “review date” and signature is required in order to verify that it is current.

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| **Review Date** | **Signature of individual responsible for the content** |
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