

PIN \_\_\_\_\_

Date: \_\_\_\_\_ Reviewer Name: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Immunization Coordinator: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Back-up Immunization Coordinator: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Medical Director or equivalent: \_\_\_\_\_

#### **ADMINISTRATIVE**

- The provider understands federal and state vaccine eligibility categories. The provider understands publicly supplied vaccine can only be administered to children 18 years of age or younger.
- The provider understands they must screen every child 18 years of age or younger, at every immunization visit. The provider must screen for VFC eligibility and document the child's eligibility status.
- The provider understands they can't charge for the cost of vaccine for children receiving publicly supplied vaccine.
- The provider understands they cannot deny administration of a publicly supplied vaccine to an established patient because the child's parent/guardian is unable to pay the administration fee.
- The provider understands they must comply with immunization schedules, dosages, and contraindications established by the Advisory Committee on Immunization Practices (ACIP). The provider understands they must offer all recommended vaccines for the population they serve.
- The provider understands what the Vaccine Adverse Event Reporting System (VAERS) is and all related federal requirements.
- The provider understands they must offer the patient/parent the appropriate Vaccine Information Statement (VIS) for each vaccine they administer.
- The provider understands federal law (Statute 42 US Code 300aa-25 and 300aa-26) requires them to document **all** of the following vaccine information for every vaccine administered:
  - The vaccine name.
  - The date the vaccine was administered.
  - The date the VIS was given.
  - The publication date of the VIS.
  - The name of manufacturer.
  - The lot number.
  - The name **and** title of person who administered the vaccine.
  - The address of the clinic where the vaccine was administered.

- The provider understands their EMR must record each of the items listed above. If it cannot, the provider must record the information another way.
- The provider understands they must participate in annual VFC training. This training may include VFC compliance site visits, unannounced storage and handling visits, and online training.
- The provider understands they must notify their Local Health Jurisdiction or the Office of Immunization and Child Profile when changes in key staff occur.

### **VACCINE ACCOUNTABILITY**

- The provider agrees to comply with all Program requirements for vaccine ordering, accountability, and management. The provider agrees to operate in a manner intended to avoid fraud and abuse.
- The provider understands they should not “borrow” vaccine.
- The provider understands the requirement for inventory and doses administered reporting.
- The provider understands requirements for proper inventory management.
- The provider understands requirements for ordering vaccine and maintaining appropriate inventory.
- The provider agrees to replace publicly supplied vaccines that are deemed non-viable due to negligence.

### **VACCINE STORAGE & HANDLING**

- The provider has all required plans on vaccine management in writing. The provider agrees to check their vaccine management plans annually and update the plans as needed. The provider agrees to train staff on policies and keep physical records of all training with the vaccine management plans. Each required plan is listed below:
  - Vaccine Coordinator Contact Information
  - Annual Review Documentation
  - Vaccine Storage and Handling
  - Vaccine Shipping, Receiving and Transport
  - Vaccine Emergencies
  - Vaccine Ordering
  - Vaccine Inventory Control
  - Vaccine Wastage
  - Staff Training on Vaccines for Children (VFC) Program
- Provider staff can store and handle vaccine properly.
  - Storage unit(s) match CDC best practices:
    - 1) Stand Alone Refrigerator
    - 2) Stand Alone Freezer
    - 3) Pharmaceutical Combination Unit
  - Thermometer(s) match all CDC recommendations and requirements. The thermometer must:
    - 1) Be a digital data logger or temperature monitoring system.
    - 2) Have a glycol probe.
    - 3) Have a current certificate of calibration certified by an ILAC lab or measured by ISO-17025 standards.

- The thermometer probe must be located in the central area of each unit.
  - Storage unit(s) must maintain required temperatures.
    1. Refrigerator temperatures within 2-8°C or 36-46°F.
    2. Freezer temperatures lower than -15°C or 5°F.
  - Provider staff check and record temperatures two times per day on a paper temperature log.
  - Provider staff check minimum and maximum temperatures at the beginning of the day.
  - The provider must keep temperature logs on file for at least 6 years.
  - The provider must post "Do Not Unplug" signs on all units' outlets.
  - The provider can identify their circuit breaker location, make the breaker accessible to staff and have "Do Not Disconnect" signs posted on the circuit breaker.
  - Publicly supplied vaccine is clearly marked and separated from privately purchased vaccine.
- The provider understands they can't "pre-fill" vaccine syringes.
- The provider and office staff understand proper vaccine storage procedures:
- 1) Store vaccine in the center of the storage unit.
  - 2) Keep vaccine in original packaging.
  - 3) Do not store vaccine in storage unit doors.
  - 4) Stack vaccine to allow air to circulate
  - 5) Do not store food/beverage in the same storage unit as vaccine.
  - 6) Place water bottles/ice packs in storage units to maintain stable temperatures.
- The provider and office staff understand proper steps to take when temperatures are outside the recommended range:
- 1) Adjust the thermostat in the storage unit.
  - 2) Measure temperature with a different thermometer to check the accuracy of the original reading.
  - 3) Move vaccine to a different storage unit maintained at proper temperature.
  - 4) Call the vaccine manufacturer to determine if the vaccine is still viable.
  - 5) Call your local health jurisdiction for assistance.
  - 6) Document the action taken when temperatures were outside the recommended range

Record current temperatures and verify they are in range. *Please indicate if the recordings are in Celsius (°C) or Fahrenheit (°F).*

	Refrigerator (2-8°C / 36-46°F)					Freezer (-15°C / 5°F or lower)				
	#1	#2	#3	#4	#5	#1	#2	#3	#4	#5
Practice Thermometer										
Reviewer's Thermometer										

- The provider understands they can terminate this agreement at any time for personal reasons. The Washington State Department of Health may terminate this agreement at any time for personal reasons or failure to comply with

requirements. If the provider chooses to terminate the agreement, they agree to properly return any unused VFC vaccine.

Comments/Observations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reviewer Signature: \_\_\_\_\_ Facility coordinator signature: \_\_\_\_\_

Review ALL materials for accuracy, completeness, and approval. Mail approved enrollment packet to:

**Washington State Department of Health**  
**Office of Immunization and Child Profile**  
**Attention: Vaccine Consultant, Vaccine Management & Registry Section**  
**P.O. Box 47883**  
**Olympia, WA 98504-7843**

The enrollment packet **MUST** include the following:

- Provider Agreement for Receipt of Publicly Supplied Vaccine with original signature
- Provider Vaccine Selection Worksheet
- Cold Storage Equipment form
- Washington State Immunization Information System (New Providers only)
  - \* Information Sharing Agreement
  - \* Access Account Application for Healthcare Providers
  - \* System User Access Accounts for Providers (Multiple Users)
- EOQ selection
- New Provider Enrollment Training Guide

This provider has completed the Childhood Vaccine Program enrollment process and is approved to order and receive publicly supplied vaccine:

Date Approved: \_\_\_\_\_

Approved By: \_\_\_\_\_

Signature

## References:

[Advisory Committee on Immunization Practices \(ACIP\)](#) – This group provides recommendations on immunizations.

[Centers for Disease Control and Prevention](#) – The CDC is one of the major operating components of the United States Department of Health and Human Services. The CDC is the nation's health protection agency that saves lives by protecting people from public health threats.

[Child Profile Health Promotion System](#) – This system helps ensure Washington's kids from birth to six years old get the preventive health care they need. As part of this system, health promotion mailings are sent to parents and include age-specific information about immunizations, growth, development, safety, nutrition, and other parenting issues.

[Guidelines for the Use of State Supplied Vaccines](#) – These guidelines describe eligibility requirements for each type of vaccine. (Note: Take a printed blank template to each new provider enrollment visit.)

[Guidelines for VFC Status Screening](#) – These guidelines explain the requirements to participate in the Vaccine for Children Program.

[Immunize.org](#) – The Immunization Action Coalition (IAC) works to increase immunization rates and prevent disease. They create and distribute educational materials that enhance the delivery of safe and effective immunization services. The Coalition also facilitates communication about the safety, efficacy, and use of vaccines within the broad immunization community.

[Online Accountability Reporting Web Page](#) – Washington providers who are part of the State Childhood Vaccine Program must report their inventory and vaccine use each month. This web page provides resources for providers to successfully complete inventory reporting.

[Provider Enrollment – Assuring Vaccine Funding](#) – This resource describes how the State Childhood Vaccine Program is funded, and describes the provider's role in the dose-based assessment process.

[Vaccine Management Plan Template \(Word\)](#) – Every provider must have written plans describing how they will implement best practices in vaccine storage and handling, staff training, and emergency storage management. The provider must complete the Vaccine Management Plan Template and post it where it is visible by staff at all times. (Note: Take a printed blank template to each new provider enrollment visit).

[Vaccine Adverse Event Reporting System \(VAERS\)](#) – VAERS is a database with information on unverified reports of adverse events (illnesses, health problems and/or systems) following immunization with US-licensed vaccines. Reports are accepted from anyone and can be submitted electronically through this system.

[Vaccine Information Statements](#) – These are information sheets produced by the CDC that explain both the benefits and risks of vaccine to vaccine recipients.

[Washington State Department of Health Office of Immunization and Child Profile](#) – This is the main web page for the Office of Immunization and Child Profile. It describes the Office and its mission and purpose. The web page also includes information on the population OICP serves, its major functions and issues, and the Office's budget.

[Washington State Department of Health Immunization Information](#) – This web page describes the reasons to get immunized. It contains immunization information for children, adults and travelers, FAQs, requirements for school and child care, and diseases and vaccines.

[Vaccine Storage and Handling Toolkit \(CDC\)](#) – This manual is the official CDC guide for vaccine storage and handling practices for the Vaccines For Children Program. It is a useful quality assurance tool and reference for vaccine management.

[Vaccine Storage and Handling Web Page](#) – This web page contains a variety of resources on vaccine storage and handling. Look at this page for useful templates and guides.

[Vaccine Supply and Distribution Web Page](#)– This web page has a link to the Private Provider’s Report of Vaccine Usage. Click on the link to see the elements of online inventory and doses administered reporting. The temperature monitoring log is listed on this page. You can also find a link to the log on the vaccine storage and handling page.

[Washington Vaccine Association](#) – This association facilitates the purchase of vaccines for all Washington State children.