

Childhood Vaccine Program

Office of Immunization | (360) 236-2829 | doh.wa.gov/cvp | wachildhoodvaccines@doh.wa.gov

New Vaccine Coordinator Training Checklist

Childhood Vaccine Program (CVP) Requirements

- ☐ Complete the DOH Vaccine Coordinator Annual Training: Primary and back-up Coordinators are required to take this nine-module training. Follow these [steps](#) to complete the modules and post-tests to obtain the required training transcript.
- ☐ Review and use the program's [Eligibility Guide](#) to ensure accurate documentation of patient eligibility status for all CVP vaccines administered to patients under 19.
- ☐ Review the Washington Vaccine Association (WVA)'s [Billing Guide](#) to ensure the clinic correctly bills for commercially insured patients under 19. This billing is a program requirement. For questions on the WVA billing guide, please email info@wavaccine.org or call 1-888-928-2224.
- ☐ Annually review and update the [Vaccine Management Plan](#): See the CVP Checklist on page eight.
- ☐ Keep contacts updated in your Provider Agreement and ensure contact information is accurate. Email WAChildhoodVaccines@doh.wa.gov to return your agreement for updating.
- ☐ Review the [Vaccine Loss Policy](#) and ensure the [Vaccine Loss Log](#) is posted on vaccine storage unit(s).
- ☐ Review and bookmark on your web browser: Reporting vaccine adverse reactions to [VAERS](#) and reporting Nirsevimab adverse reactions to [MedWatch](#) when administered alone.
- ☐ Sign up for CDC [Vaccine Information Statement \(VIS\) Alerts](#) & check to ensure all VIS are up to date.
- ☐ Follow ACIP [Immunization Schedules](#), dosages and contraindications.
- ☐ Maintain all CVP records for a minimum of 3 years. This includes temperature logs, downloaded thermometer data, vaccine order packing slips, provider agreements, and other CVP documentation.
- ☐ Email WAChildhoodVaccines@doh.wa.gov to sign up clinical and billing staff for the CVP Vaccine Blurbs newsletter and review for important program updates.
- ☐ Ensure clinical and billing staff participate in or review recorded monthly [CVP Trainings](#).
- ☐ For a complete listing of all CVP requirements see the [Provider Agreement](#) (pages 9-15).

Vaccine Storage and Handling

- ☐ [Temperature Logs](#): Record daily minimum and maximum temperatures and twice daily vaccine storage unit temperatures. Submit logs monthly through the REDCap reporting portal.
- ☐ [Temperature Excursion Guide](#): Steps to take when vaccine storage temperatures go out of range.
- ☐ Ensure all thermometers meet [requirements](#) and are calibrated before expiration. Keep copies of primary and back-up thermometer calibration certificates.
- ☐ Review Storage Best Practices for Refrigerated Vaccines, [Fahrenheit](#) or [Celsius](#).
- ☐ Review Storage Best Practices for Frozen Vaccines, [Fahrenheit](#) or [Celsius](#).
- ☐ Review Temperature Monitoring Best Practices for Refrigerated Vaccines, [Fahrenheit](#) or [Celsius](#).
- ☐ Review Temperature Monitoring Best Practices for Frozen Vaccines, [Fahrenheit](#) or [Celsius](#).
- ☐ [Vaccine Transport Guidelines](#): Guidelines for emergency vaccine transport or vaccine transfers if portable refrigerator/freezer or certified pack-out is not available.
- ☐ [Vaccine Transfers](#) (see also [Vaccine Transfer Checklist](#)) and [Off-Site Clinics](#) require pre-approval.

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Vaccine Ordering & Inventory Management in the Immunization Information System (IIS)

- ☐ Contact the IIS Help Desk at 1-800-325-5599 or WAIISHelpDesk@doh.wa.gov to set up user account.
 - ☐ Review the [Vaccine Ordering, Returns, and Choice](#) webpage.
 - ☐ Review the [Vaccine Ordering and Receiving Guide](#).
 - ☐ Review the [Inventory Guide](#): How to reconcile inventory and submit required monthly report.
 - ☐ Review the [Doses Administered Report Guide](#): ONLY for a few select clinics. If you have an interface or enter immunizations in the IIS, you don't need to submit this report.
 - ☐ Submit [Vaccine Returns](#) for expired/spoiled vaccines and the [Vaccine Loss Log](#) if loss exceeds \$2,500.
 - ☐ See the [IIS Training Materials Portal](#) for quick reference guides and videos.
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