

PROVIDER CHECKLIST AND RESOURCES FOR RECEIPT OF MONKEYPOX (MPV) VACCINE

Provider Agreement	<ul style="list-style-type: none"> A. Review HHS MPV Vaccination Program Provider Agreement to assure compliance with all requirements. B. By accepting and administering vaccine supplied through the Program, the facility is stating agreement with all program requirements.
Immunization Information System	<ul style="list-style-type: none"> A. Utilize the Washington State Immunization Information System (IIS) for reporting and tracking of vaccine. B. Submit all vaccine doses administered to IIS weekly.
Vaccine Inventory Management	<ul style="list-style-type: none"> A. Upon receipt of vaccine add number of vaccine vials received into IIS inventory by manually entering the vaccine shipment or ‘Receiving’ a vaccine transfer. B. Maintain accurate count of number of vaccine vials on hand within IIS inventory. C. Make adjustments and/or corrections to inventory counts daily to assure correct number of vials are reflected in inventory balance following the Monkeypox Vaccine Management in the WAIS instructions. D. Report any loss of vaccine vials resulting from vaccine expiration, wastage, and compromised cold chain in the IIS.
Vaccine Storage	<ul style="list-style-type: none"> A. Ensure the storage and handling of vaccines are in accordance with the manufacturer’s specifications and CDC’s Monkeypox Vaccine Storage and Handling Summary. B. Use appropriate equipment to store and maintain proper vaccine conditions. <ul style="list-style-type: none"> a. Dormitory style units may <u>never</u> be used for storing vaccine. b. Pharmaceutical grade refrigerators and freezers are strongly recommended. c. Portable storage units or qualified containers are required to be used during mobile, curbside, or similar off-site vaccination clinics.
Temperature Monitoring	<ul style="list-style-type: none"> A. Use a continuous temperature monitoring device (i.e., digital data logger) in each unit storing vaccine to monitor vaccine temperature. B. Visually review and record the refrigerator and freezer min/max temperature at least once a day on a temperature log. C. Ensure the refrigerator temperature stays between 36°F and 46°F (2°C and 8°C), and the freezer temperature is between 5°F and -13°F (between -15°C and -25°C). D. Take immediate action to correct improper vaccine storage conditions, including exposure to light and exposure to temperatures outside the recommended ranges.
Vaccine Shipments	<ul style="list-style-type: none"> A. Ensure all vaccine shipments/transfers are promptly received and stored immediately. Report any problems with vaccine shipments immediately. B. Make sure all staff who receive packages know how to handle receipt of vaccine deliveries.
Vaccine Transfers and Redistribution	<ul style="list-style-type: none"> A. Request for the transfer or redistribution of vaccine should be submitted via the IIS and approved by DOH following the MPV Vaccine Management in the WAIS transfer instructions B. Vaccine transfers should remain within the county. Consult with local health jurisdiction for transfers of vaccine to neighboring counties.