

AVP New Vaccine Coordinator Training Checklist

Adult Vaccine Program (AVP) Requirements

- Complete WA state specific vaccine coordinator training on TRAIN.ORG: Primary and Back-up Coordinators are required to take **either** the training for [Dually enrolled for both CVP/AVP](#) or the training for [AVP only providers](#).
- Review and use the program's [Eligibility Guide](#) (pgs. 5 and 6) to ensure accurate documentation of patient eligibility status for all AVP vaccines administered to patients 19 and over who are uninsured or under-insured (COVID-19 Vaccine Only)
- Annually review and update the [Vaccine Management Plan](#): Coming soon for all vaccine programs
- Keep contacts, vaccine storage units and DDLs or temperature monitoring systems updated in your Provider Agreement by emailing WAAdultVaccines@doh.wa.gov with any changes. This includes: signatory, primary and back-up vaccine coordinators, new units, DDLs or new calibration certificates.
- 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](#).
- Sign up for CDC [Vaccine Information Statement \(VIS\) Alerts](#) & check to ensure all [VIS and EUA/EUI](#) fact sheets are up to date.
- Follow ACIP Adult [Immunization Schedules](#), dosages and contraindications.
- Maintain all AVP records for a minimum of 3 years. This includes temperature logs, downloaded thermometer data, vaccine order packing slips, and other AVP documentation.

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.

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 [AVP COVID-19 and Influenza Vaccine Ordering & Receiving Guide](#)
- Providers may request available routine vaccines once or twice a year. Information regarding vaccine request opportunities is sent in the Adult Vaccine Program Updates newsletter.
- Review the [Inventory Guide](#): How to reconcile inventory and submit required monthly 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.