

New Vaccine Coordinator Training Checklist

Childhood Vaccine Program (CVP) Requirements

- Complete CDC You Call the Shots Annual Training: Primary and Back-up Coordinators are required to take the [Vaccines for Children \(VFC\)](#) and [Vaccine Storage and Handling](#) modules. See TCEO's [9 Simple Steps](#) for how to complete and obtain the training certificates.
- Annually review and update [Vaccine Management Plan](#): See the CVP Checklist on page seven (7).
- Update Provider Agreement by emailing WACHildhoodVaccines@doh.wa.gov to request your provider agreement be returned for changes in the Immunization Information System (IIS).
- Review Vaccine [Loss Policy](#), ensure the [Vaccine Loss Log](#) is posted on vaccine storage unit(s).
- Review and bookmark on your web browser: How to Report Vaccine Adverse Reactions to [VAERS](#).
- Sign up for [Vaccine Information Statement \(VIS\) alerts](#) & check to ensure all VIS are kept up to date.
- Follow ACIP [immunization schedules](#), dosages and contraindications.
- Maintain all CVP records for a minimum of 3 years. This includes vaccine loss logs, temperature logs, packing slips from vaccine orders, provider agreements, and other CVP documentation.
- Email WACHildhoodVaccines@doh.wa.gov to sign up for the CVP Vaccine Blurbs newsletter.
- For a complete listing of all CVP requirements see the [Provider Agreement](#) (pages 9-14).
- [CVP Training webpage](#): View upcoming trainings & past training recordings.

Vaccine Storage and Handling

- [Temperature Logs](#) – Record twice daily temperatures and daily minimum and maximum temperatures of vaccine storage units and submit logs to WACHildhoodVaccines@doh.wa.gov
- [Temperature Excursion Guide](#) – Steps to take when vaccine storage temperatures go out of range.
- Ensure all thermometers are calibrated before expiration and maintain copies of the certificates of calibration for all thermometers.
- Storage Best Practices for Refrigerated Vaccines, [Fahrenheit](#) or [Celsius](#).
- Storage Best Practices for Frozen Vaccines, [Fahrenheit](#) or [Celsius](#).
- Temperature Monitoring Best Practices for Refrigerated Vaccines, [Fahrenheit](#) or [Celsius](#).
- 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
- [Ordering and Receiving](#) childhood vaccine in the IIS.
- [Vaccine Ordering, Returns, and Choice](#) webpage.
- [Inventory Report](#): How to submit required monthly report.
- [Doses Administered Report](#): ONLY for a few select clinics. If you have an interface with or enter immunizations in the IIS, you don't need to submit this report.
- Expired and/or Wasted/Spoiled Vaccine: Complete [Vaccine Loss Log](#) and [Vaccine Return](#).
- [IIS Training Materials Portal](#): On-line resource page that contains quick reference guides and videos.

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email civil.rights@doh.wa.gov. DOH 348-800 February 2022.