

# Childhood Vaccine Program

Office of Immunization | (360) 236-2829 | [doh.wa.gov/cvp](http://doh.wa.gov/cvp) | [wachildhoodvaccines@doh.wa.gov](mailto:wachildhoodvaccines@doh.wa.gov)

## 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 required training certificates.
- Annually review and update the [Vaccine Management Plan](#): See the CVP Checklist on page seven.
- Update Provider Agreement by emailing [WACHildhoodVaccines@doh.wa.gov](mailto:WACHildhoodVaccines@doh.wa.gov) to request your provider agreement be returned for changes in the Immunization Information System (IIS).
- 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: How to Report Vaccine Adverse Reactions to [VAERS](#).
- Sign up for [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](mailto: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 & recordings.

### Vaccine Storage and Handling

- [Temperature Logs](#) – Record daily minimum and maximum temperatures and twice daily vaccine storage unit temperatures and submit logs every month to [WACHildhoodVaccines@doh.wa.gov](mailto: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 calibration certificates for primary and back-up thermometers.
- 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](mailto:WAIISHelpDesk@doh.wa.gov) to set up user account.
- Review [Ordering and Receiving](#) childhood vaccine in the IIS.
- Review [Vaccine Ordering, Returns, and Choice](#) webpage.
- Review [Inventory Report](#): How to submit required monthly report.
- Review [Doses Administered Report](#): 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 Return](#) for expired/spoiled vaccines and [Vaccine Loss Log](#) if loss exceeds \$2,500.
- See the [IIS Training Materials Portal](#) for quick reference guides and videos.