

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 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.
- 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. 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 seven.
- 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: How to Report Vaccine Adverse Reactions to [VAERS](#).
- 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 9-14).

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.
- [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.

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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 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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