

Quick Reminders

Daily

- Read and record storage unit minimum, maximum, and current temperatures, time, date and initial at least once per day when the clinic opens.
- Temperature excursions must be handled immediately to protect vaccine.

Weekly

- Download data loggers
- Review and assess reports for temperature trends on storage units.

Monthly

- Perform an accurate physical count of VFC/ VFA/ BDH vaccine the last day of each month using the NESIIS, “manage Inventory Report” as a tool.
- Perform an accurate physical count of VFA vaccine the last day of each month
- Check vaccine expiration dates and rotate stock, placing vaccine expiring soonest up front.
Check data logger calibration expiration dates and contact Immunization Program staff if expiration date is due so replacements can be sent out.
- Contact NDHHS at least 90 days prior to vaccine expiration date, or if quantities on hand exceed populations served.
- Send in monthly transaction.

Annually

- Primary vaccine coordinator and their back-up(s) read this manual and sign the Acknowledgement of Policies and Signature Page.
- Review the CDC developed training module, “You Call the Shots: Vaccine Storage and Handling” every year, and as new guidance emerges.
- Review and update the Emergency Vaccine Management Plan, then initial and sign.
- Complete provider re-enrollment in NESIIS.

Per Diem

- Ensure inventory records are updated before placing orders.
- Notify NDHHS Staff whenever there are changes in personnel, clinic location, or hours of operation.
- Calibration testing on data loggers (including non-NDHHS supplied data loggers) should be done every 2 to 3 years or according to the manufacturer’s suggesting timeline.

New Coordinators

- View the CDC developed training module, “You Call the Shots: Vaccine Storage and Handling” and submit the certificate of completion to NDHHS within sixty days.
- Read the Nebraska Provider Manual.