



## Community Action Health Center

<b>Policy: Patient Vaccines</b>	<b>Policy Revised Date: 02/24/2022</b>
<b>Procedure Revised Date: 02/24/2022</b>	<b>Policy Board Approved: 02/24/2022</b>

### **I. Background:**

A fully immunized society is necessary to reach optimum eradication of vaccine-preventable infectious disease. The Centers for Disease Control and Prevention (CDC) recommends routine vaccination for children, adolescents, and adults for vaccine-preventable diseases.

### **II. Policy:**

It is the policy of the center to offer immunizations for all patients in accordance with the recommendations of the Advisory Committee on Immunization Practices (ACIP) of the CDC and the Texas Department of State Health Services (DSHS). The health center provides publicly supplied vaccines at no cost to eligible children and adults according to the rules of the Texas Vaccines for Children (TVFC) and Adult Safety Net (ASN) program. Private vaccines are also available for health center patients who are ineligible for TVFC and ASN programs.

The clinical staff is required to document all vaccines administered. Any staff member that handle and/or administer vaccines will be required to become familiar with the storage and handling procedures. Comprehensive training in regards to storage, handling and administration of vaccines should occur with orientation, annually, as recommendations are updated, and when new vaccines are in stock. A record should be kept of the trainings.

If a staff member is discovered to be non-compliant with this policy and procedures, their supervisor will provide additional training.

### **III. Procedure:**

Each clinical site should keep a hard copy of the most updated TVFC and ASN provider manual and view the Department of State and Health Services (DSHS) website for changes to specific policies and procedures for enrolled providers.

The Community Action Health Center Managers will designate a clinical staff member as the primary vaccine coordinator who will be responsible for ensuring vaccines are stored and handled correctly. A second clinical staff member will be designated to serve as an alternate in the absence of the primary vaccine coordinator. Both coordinators will be physically located on site and fully trained on proper vaccine storage and handling and routine emergency policies and procedures.

A tally and physical count will be kept on all vaccines. The Vaccine Allocation and Ordering

System (VAOS) will be used by the vaccine coordinator to manage TVFC and ASN and inventory online. All TVFC, ASN, FLU and Covid-19 vaccine orders will be placed in VAOS unless internet access is unavailable. Private stock vaccines will be requested on a separate Purchase Requisition, and should be kept at a minimum, based on the population that is being served.

#### Daily Requirements

- The primary vaccine coordinator or the assigned alternate vaccine coordinator will read and record the minimum and the maximum temperatures of the refrigerator and/or freezer at the beginning of each work day for all units that store vaccines and document the results on the Temperature Recording Form (EC-105). The minimum and maximum temperatures will be reset at the end of each work day.
- The primary vaccine coordinator or the assigned alternate vaccine coordinator will check the refrigerator and/or freezer temperatures twice daily for all units that store vaccines and document the results on the Temperature Recording Form (EC-105)
- Each clinical staff member is required to obtain an Eligibility Screening Form (TVFC Form C-10, ASN Form EF11- 12842) and document into the patient records when administering a publicly supplied vaccine.
- Vaccine Information Sheets should be provided to all patients receiving vaccines. These sheets provide adults patients and parents/guardians of minors' information about the vaccine and the diseases that the vaccine will prevent.
- Patients or the responsible guardian will be informed of the benefits of immunization as well as the known risks involved prior to obtaining informed consent for the vaccine.
- Possible reactions to vaccines are also listed on the fact sheet. All patients are given the opportunity to ask any questions prior to administration of the vaccine.
- Center staff will verify that the patient is registered correctly in the state Immunization Registry (ImmTrac2). If the patient is not in the registry, the staff member will register the patient.
- Documentation of vaccine administration is recorded in the patients' electronic medical record; this includes name of vaccine administered, date administered, date vaccine information statement (VIS) given, publication date of VIS, vaccine manufacturer, lot number, name and title of the person administering the vaccine, and address of the clinic where the vaccine was administered. For billing purposes, the NDC number from the vial or box will be recorded for private vaccines. This information will automatically transfer to ImmTrac if the patient is registered.
- If the parent or guardian requests an exemption, but does not yet have one, the Center will discuss the health benefits and risks of immunizations with the parent or guardian. If the parent or guardian still requests an exemption, the Health Center will direct the parent or guardian to the DSHS Immunization Department website so s/he may pursue the exemption on his/her own.

#### Weekly Requirements

- Download data from data loggers
- Review and analyze data to identify shifts in temperatures.

#### Monthly Requirements

On a monthly basis the following documents should be forwarded to the Health Service Region or Local Health Department by the 5<sup>th</sup> of the month:

- C-33 Biological Report (only if internet is unavailable). This will allow an electronic capture of vaccines received, transferred; doses administered, doses on hand, and wasted or expired vaccine. All scheduled clinic closures (including holidays) must be noted in the comments section of the order.
- Paper copies must be submitted of the EC-105 Temperature Recording Form each month.
- Vaccine Loss Report (if applicable)
- Vaccine Borrowing Report (EF 11-14171) (if applicable)
- EC-68-1 Pediatric Biological Order Form (only if internet is unavailable)
- EC-68-2 Adult Biological Order Form (only if internet is unavailable)

### **Annual Requirements**

- TVFC and ASN Provider Re-Enrollment is completed online annually in October.
- The primary vaccine coordinator and alternate vaccine coordinator are required to complete the most current TVFC Provider Policy Training module annually.
- The Vaccine Storage Contingency Plan, Emergency Plan, and the Vaccine Management Plan must be updated annually and kept on the designated vaccine refrigerator at all times.

### **Transfer Requirements**

The routine re-distribution of TVFC vaccines are not allowed, transfers are allowed when necessary to avoid vaccine loss.

- If a TVFC transfer must occur a TVFC Vaccine Transfer Authorization Form (EC-67) must be submitted to the Responsible Entity (RE) to receive approval prior to conducting vaccine transfers.
- All vaccines will be transferred in accordance with TVFC Vaccine Storage and Handling guidelines to ensure proper cold chain management.

