

Vaccine Coordinator Roles & Responsibilities

Designate a person to be the primary vaccine coordinator for your facility. This person will be responsible for ensuring all vaccines are stored and handled correctly. Appoint a second staff member to serve as an alternate in the absence of the primary coordinator (this is particularly important in case of after-hours emergencies). Both coordinators should be fully trained in routine and emergency policies and procedures.

In many practices the Vaccine Coordinator may be a medical assistant, in other practices the Coordinator may be an LPN, RN, office manager, or another staff member. This individual will be the primary contact regarding vaccinations for their facility.

Coordinators responsibilities should include:

Ordering and Receiving Vaccines:

- Perform a physical inventory of all vaccines in stock
- Ordering vaccines
- Overseeing proper receipt and storage of vaccine deliveries
- Immediately processing and documenting vaccine inventory information
- Ensure that acceptable temperature ranges have been maintained

Storage and Organizing Vaccines:

- Organizing vaccine within storage units
- Setting up temperature monitoring devices
- Rotating stock at least weekly so vaccines with the earliest expiration dates are used first
- Removing expired vaccines from storage units
- Responding to temperature excursions (out-of-range temperatures)
- Maintaining all documentation, such as inventory and temperature logs
- Organizing vaccine-related training and ensuring staff completion of training
- Monitoring operation of vaccine storage equipment and systems
- Overseeing proper vaccine transport (when necessary) per standard operating procedures (SOPs)
- Overseeing emergency preparations per SOPs:
 - Tracking inclement weather conditions
 - Ensuring appropriate handling of vaccines during a disaster or power outage

Monitoring Vaccine Temperatures:

Using a Regular Digital Thermometer:

- Use a calibrated thermometer with a current certificate to review refrigerator and freezer temperatures
- Record refrigerator and freezer temperatures on a temperature log twice a day
- Take immediate action if temperatures are outside acceptable ranges, notifies the VFC program
- Implement the vaccine emergency plan, if necessary
 - Oversee proper vaccine transport (for example, during an emergency)
- Review vaccine temperature logs weekly, if duty is shared among staff
- Ensure that temperature logs and any temperature excursion documentation are retained for three years

Using a Digital Data Logger

- All of the above in addition to:
 - Review and record storage unit minimum/maximum temperature readings once per workday, preferably in the morning
 - Download and review stored temperature monitoring data at least weekly

Training and Record Keeping:

- Ensures all staff are trained on routine and emergency vaccine management procedures
- Maintain staff training records
- Reviews and updates the Vaccine Management Plan as needed

Coordinator responsibilities may be completed by the coordinator or delegated to appropriate staff.

Ensure the coordinator has trained the delegate(s) and documented competency for the specific task(s) assigned.

For more information on COVID-19 vaccine please see the following NDDoH resources:

- [FAQ for Health Care Providers on COVID-19 Vaccine](#)
- [FAQ for General Public on COVID-19 Vaccine](#)
- [NDDoH Website - COVID-19 Vaccine Information](#)