

BRAZOS VALLEY COMMUNITY ACTION AGENCY, INC.
Health Services

Procedure Manual

Procedure Subject/Title: Management of Private Stock Vaccine
Applicability: All BVCHC Clinic Sites
Purpose: To ensure uniform management of this resource throughout the agency.

NOTE: ALL SITES WILL COMPLY WITH THESE PROCEDURES. ALL SITES REPORT THROUGH AN AGENCY COORDINATOR.

Procedure:

- 1) Designated staff positions/persons will be responsible for management of the Private Stock Vaccine, including shipments, inventory and daily logs at each clinic site.
- 2) At least two staff per site need to be identified as responsible for this program. Both staff will be trained and able to assume responsibility for the Private Stock Vaccine/supplies.
- 3) When vaccines arrive:
 - A. Check expiration dates on all vaccines received.
 - B. Check for damage during shipping. If **damage or compromise suspected**, place vaccine in the refrigerator or freezer (specific to the vaccine) and identify it as having a possible problem and immediately notify the Private Stock Vaccine Coordinator.
 - C. Upon arrival, vaccines must be **immediately** stored in the proper area, either refrigerator or freezer, and all inventory received is documented on the packing slip. Two staff will unpack, inventory and sign that this has been completed and that both staff concur on the packing slip. For specific information on handling and storage refer to Vaccine Management Sheet located in the agency's Private Stock Vaccine procedure manual online.
 - D. Label and separate Private Stock Vaccines from other vaccines programs in the unit.

- 4) Each site will maintain a Private Stock Vaccine Notebook. All documentation related to this program will be maintained in the notebook in date order, i.e. temperature logs, inventory counts, administration logs, and transaction forms.

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- 5) Regulation of refrigerator temperature:
 - A. Temperature readings are documented upon arrival in the morning and one hour before leaving the clinic.
 - B. The temperature is recorded on the approved temperature log.
 - C. If a temperature is found to be outside of the acceptable range the procedure on Private Stock Vaccine is followed. Immediately contact the Vaccine Coordinator for further directions.
- 6) Log maintenance:
 - A. As vaccinations are prepared for administration the log is completely filled out for that patient. The vaccines are **then** administered to the patient.
- 7) All logs are submitted to the Private Stock Vaccine coordinator on the first day of each month by fax. Originals are stored in the Private Stock Vaccine notebook at each site.

ATTACHMENTS:

Vaccine Management – Recommendations for Handling and Storage of Selected Biologicals