

Health Services

Procedure Manual

Procedure Subject/Title: Private Stock Vaccine Refrigerator Temperature
Applicability: All BVCHC Clinic Sites
Purpose: To ensure that vaccines are maintained per manufacturers' guidelines.

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

Procedure:

- 1) If a refrigerator temperature is found to be outside of the acceptable parameters the Private Stock Vaccine Coordinator should be contacted **immediately**. If this position is not available that position's supervisor should be contacted **immediately**.
- 2) If refrigerator/freezer temperature is out of range document action taken at the bottom of the Temperature Recordings Form on the front of the appliance.
- 3) Initiate an Occurrence Report and submit to the Performance Improvement Department.
- 4) Temperatures will be recorded every 30 minutes until the temperature is within the acceptable range on the Temperature Stability Log. This documentation will be maintained in the Private Stock Vaccine notebook at each site.
- 5) The temperature should be monitored for a period of two (2) hours after it reaches the correct temperature to ensure that the temperature is stable after making adjustments to the refrigerator/freezer.
- 6) Notify the Private Stock Vaccine Coordinator when the temperature is stabilized.

RECOMMENDATIONS RE: EQUIPMENT INVOLVED WITH STORAGE OF VACCINES

- 1) Do not connect these refrigerators to an outlet with a ground-fault interrupter or one activated by a wall switch. Vaccine coordinator requires a “Do Not Unplug” sign on the refrigerator and/or freezer.
- 2) Use plug guards to prevent accidental dislodging of the wall plug.
- 3) All thermometers must be a certified thermometer with a certificate specific to this thermometer stored in the Private Stock Vaccine notebook. Place a thermometer located at the center of the storage compartment.
- 4) Equip refrigerator with several bottles of chilled water and freezer with several ice trays or ice packs to fill empty space to minimize temperature fluctuations in the event of a brief electrical or mechanical failure occurrence. These items may be placed in the door of the refrigerator/freezer.