

Health Services

Procedure Manual

Procedure Subject/Title: Texas Vaccines for Children (TVFC) Program - 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. SOME SITES REPORT THROUGH AN AGENCY TVFC COORDINATOR.

Procedure:

- 1) If a refrigerator temperature is found to be outside of the acceptable parameters the TVFC Coordinator should be contacted **immediately**. If this position is not available that position's supervisor and the Texas Department of Health Pharmacy 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. This documentation will be maintained in the TVFC 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 TVFC Coordinator when the temperature is stabilized.