

## Health Services

### Procedure Manual

Procedure Subject/Title: Transfer of Texas Vaccine For Children Vaccines to Another Brazos Valley Community Health Center Site  
Applicability: All BVCHC Clinic Sites  
Purpose: To ensure that vaccines are safely transferred internally prior to seeking other sources of vaccines to borrow.

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**NOTE: ALL SITES WILL COMPLY WITH THESE PROCEDURES. SOME SITES REPORT THROUGH AN AGENCY TVFC COORDINATOR. CONTACT BRAZOS VALLEY COMMUNITY HEALTH CLINICS FOR VACCINE TRANSFERS. IF WE ARE UNABLE TO TRANSFER VACCINE IN-HOUSE THEN THE LOCAL HEALTH DEPARTMENT (LHD) SHOULD BE CONTACTED FOR A POSSIBLE VACCINE TRANSFER.**

#### **Procedure:**

#### **TRANSFERRING FROM ONE CLINIC TO ANOTHER CLINIC WITHIN THE BRAZOS VALLEY COMMUNITY HEALTH CENTER SYSTEM:**

1. Contact the vaccine coordinator at the site that would like to borrow from to ensure that the clinic is able to spare the vaccines needed.
2. When there is verbal agreement between two clinics to transfer vaccines, the site who is transferring vaccines will complete the Vaccine Transfer Form (including the lot number, expiration date of the vaccine and number of doses being transferred).
3. The Vaccine Transfer Form is signed by the person at the transferring site **and** the person responsible for actually physically transferring the vaccines to a receiving clinic.
4. A copy of the Vaccine Transfer Form stays with the originating clinic and the original form stays in the cooler with the vaccines being transferred until they arrive at the receiving clinic.
5. On arrival at the receiving clinic the original Vaccine Transfer Form is completed and all signatures obtained and it stays at the receiving clinic. A copy is made and mailed to that clinic's vaccine coordinator so that monthly inventory counts can be documented.

6. All original forms are maintained in the clinic's binder that houses all documentation of vaccine information.

#### **VACCINE TRANSFER CRITERIA:**

1. All vaccines must be transferred in an enclosed cooler along with several ice packs within the cooler with a thermometer to document temperatures during transport.

**\*NOTE:** Never place a vaccine vial directly against an ice pack. Wrap the vial in paper towels or place inside a small box to maintain a constant stable temperature.

2. Varicella and Zoster vaccines are frozen live viruses that **must be** transferred in a special box packed with dry ice or special ice packs to maintain a constant temperature of 32 degrees during the entire transport period.

**\*NOTE:** Local health departments may have these special transport boxes that the clinic system may borrow and then immediately return to the local health department.

3. All vaccines must be delivered immediately and placed in the refrigerator or freezer immediately upon arrival at the receiving clinic site.
4. Notify staff at the receiving clinic of the new arrival of transferred vaccines and document who was notified.

#### **TRANSFERRING FROM A LOCAL HEALTH DEPARTMENT (LHD) TO A CLINIC WITHIN THE BRAZOS VALLEY COMMUNITY HEALTH CENTER SYSTEM:**

1. The vaccine coordinator at the clinic needing the vaccine will contact their local health department and request a transfer and negotiate how the transfer will occur. This conversation and plan should be documented and placed in the clinic's binder that houses all documentation of vaccine information.
2. The local health department will deliver the requested vaccine by their preferred method. The delivered vaccine will have a Vaccine Transfer Form that will require completion when the vaccines are received.

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3. After the Vaccine Transfer Form is signed by the receiving clinic, send a copy to the vaccine coordinator for your clinic. Maintain the original in your notebook.