

## Vaccine Coordinator Duties

### Kentucky Department for Public Health Immunization Program



**Kentucky Public Health**  
Prevent. Promote. Protect.

Vaccine coordinators play an integral role in the vaccine cold chain. In addition to their regular job duties, the vaccine coordinator is responsible for ensuring all vaccines in their clinic are stored and handled correctly. Vaccine storage and handling responsibilities include, but are not limited to, the following tasks:

#### VACCINE OVERSIGHT

- Oversee proper receipt and storage of vaccine shipments
- Oversee proper vaccine transport
- Ensure current Vaccine Information Statement is being used
- Maintain all appropriate storage and handling documentation as set by the Centers for Disease Control and Prevention (CDC)
- Maintain storage equipment in compliance with CDC standards and manufacturer's guidelines
- Maintain records, including Vaccines for Children (VFC) program documentation
- Report and return vaccine within 30 days of expiration or spoilage
- Keep staff trained on basic vaccine storage and handling practices and the importance of handling vaccines properly on an annual basis and when new staff is hired

#### VACCINE STORAGE

- Store and label vaccines in the storage unit(s) following CDC guidelines
- Keep vaccines organized within the storage unit(s) and inspect storage unit(s) daily
- Check stock weekly and rotate when a shipment arrives so vaccine closest to its expiration date will be used first
- Promptly remove expired vaccine from the storage unit(s) so it is not administered to patients
- Work with the Kentucky Immunization Program to transfer vaccines close to expiration

#### TEMPERATURE MONITORING

- Use a digital data logger with a current certificate of calibration for every vaccine storage unit
- Read and document storage unit temperatures a minimum of twice per workday (at the beginning and end of the workday)
- Read and document storage unit minimum and maximum temperatures each workday morning
- Download and review stored temperature monitoring data at least monthly
- Immediately respond to any possible temperature excursions

#### INVENTORY MANAGEMENT

- Place vaccine orders, assuring an adequate stock of vaccine without under or overstocking
- Label your private stock separately from your VFC-supplied stock
- Maintain a regular schedule to count vaccine inventory at least once a month
- Complete monthly reconciliations in KYIR