

## The Role of the Vaccine Coordinator

**Vaccines are expensive and sensitive to temperature and light. Appropriate vaccine management is essential to protecting vaccine supply.**

Each office should have one person designated as the Vaccine Coordinator, whose primary responsibility is overseeing the vaccine supply. The Vaccine Coordinator should have a Backup Coordinator who is responsible when the Vaccine Coordinator is not available.

Each facility needs to have and adhere to a detailed written Vaccine Storage and Handling Plan, to be reviewed and signed each year. This plan should include all aspects of routine vaccine management, from ordering vaccines and managing inventory to storing vaccines and monitoring storage conditions. In addition, it should have emergency plans to follow in the event of refrigerator and/or freezer malfunctions, power failures, natural disasters, or other emergencies.

This is a list of vaccine management responsibilities:

- Ordering vaccines
- Storing vaccines
- Receiving vaccines
- Monitoring vaccine temperatures



## Monthly Care of Vaccine Storage Units

Regular maintenance is necessary to ensure that vaccine refrigerators and freezers work properly. Follow the three steps below to keep **household-style** refrigerators and freezers clean. If you have a **commercial-grade** unit, follow the manufacturer's maintenance schedule in addition to the following recommendations. Do not turn off or unplug the unit during this maintenance.

### 1 Clean the inside of the storage units

Cleaning the inside of the refrigerator and freezer will help prevent the growth of bacteria and fungus. You do not need to remove the vaccine from the unit to clean it; just move the trays of vaccine as you clean.

- Clean any spills.
- Wipe the inside of the compartment and the shelves with disinfectant or antibacterial wipes. Let it dry.
- Put the trays of vaccine back where they were.

### 2 Check the door seals

Refrigerators and freezers have flexible door seals that keep cold air from escaping when doors are closed. If the seal does not seal completely, cold air escapes. This can cause temperatures to fluctuate in the unit.

Locate the seals.

Examine the seals.

- The seal should not be torn or brittle.
- When the unit is closed, there should be no gaps between the seals and the body of the unit.

Put the trays of vaccine back where they were.

### 3 Clean the coils

If the coils are easy to reach, use a duster to remove any visible dust. Keep coils 2-3 inches from the walls.