General Information

Up-to-date contact information is listed below. Additional questions should be directed to Jeremy Patterson.

Primary Vaccine Coordinator
Jeremy Patterson, PharmD
CEO
336-324-0942

Alternate Vaccine Coordinator
Ellen Fulp, PharmD, MSPC, BCGP
Director of Clinical Services
336-906-1123

Krissy Patterson
Vaccine Account Representative
336-740-0303

Roles and Responsibilities of the primary vaccine coordinator, to be fulfilled by the alternate coordinator if necessary:

- Ordering vaccines
- Overseeing proper receipt and storage of vaccine deliveries
- Documenting vaccine inventory information
- Organizing vaccines within storage units
- Setting up temperature monitoring devices
- Checking and recording minimum/maximum temperatures at start of each workday
- Reviewing and analyzing temperature data at least weekly for any shifts in temperature trends
- Rotating stock at least weekly so vaccines with the earliest expiration dates are used first
- Removing expired vaccine from storage units
- Responding to temperature excursions (out-of-range temperatures)
- Maintaining all documentation, such as inventory and temperature logs
- Organizing vaccine-related training and ensuring staff completion of training
    - Training of new staff upon hiring
    - Training existing staff annually
- Monitoring operation of vaccine storage equipment and systems
- Overseeing proper vaccine transport (when necessary) per SOPs
- Overseeing emergency preparations per SOPs:
    - Tracking inclement weather conditions
    - Ensuring appropriate handling of vaccines during a disaster or power outage

Coordinator responsibilities may be completed by the coordinator or delegated to appropriate staff. Coordinator will ensure training for the delegate(s).

Immunization Programs

- Yearly influenza vaccine
- Routine immunizations as requested by full-service accounts
- COVID-19 mRNA vaccines

Vaccine manufacturers:

GSK
Account Representative: Krissy Patterson
336-740-0303

Seqirus
1-855-358-8966
Customerservice.us@seqirus.com

Pfizer BioNTech
1-800-438-1985
https://www.cvdvaccine.com/

Moderna
1-866-663-3762
https://www.modernatx.com/en-US

Onsite Storage Units

Frigidaire (Model: NFTR18X4LW6)
Thomson (Model: TFRF690)
Hotpoint (Model: HTR16ABSJRBB)

Temperature Monitoring

DDL for the above listed onsite storage units.

Power Company

Duke Energy
https://www.duke-energy.com

Address: 2500 Fairfax Rd, Greensboro, NC 27407
Phone: (800) 777-9898

Routine Storage and Handling

All vaccine storage units will have good air circulation around the outside of the storage unit. The unit(s) will be on level ground and all doors will open and close smoothly. All owner's manual guidelines will be followed. All units will be stabilized for seven days prior to use in vaccine cold chain.

Refrigerators should maintain temperatures between 2° C and 8° C (36° F and 46° F).* Freezers should maintain temperatures between -50° C and -15° C (-58° F and +5° F). Refrigerator or freezer thermostats should be set at the factory-set or midpoint temperature, which will decrease the likelihood of temperature excursions.

Temperatures will be monitored with a digital data logger (DDL) for onsite storage units. All temperature logs will be maintained for three years.

The power supply will be protected by:
- Only plugging one storage unit in per electrical outlet.
- Safety stickers/labels will be in place to prevent the unit(s) from being unplugged.
- Fuses and circuit breakers will be labeled to alert people not to turn off power to storage unit(s).

If entire units are impacted by power outages, refer to the emergency management section of this procedure.

Vaccine Storage

All vaccines will be stored in their original packaging, with lids closed. All vaccines will be stored with their diluents, when required. All storage units will be visually inspected at least once weekly, and temperature checks will be documented at least once daily.

Temperature excursions will be reported to the vaccine manufacturer and documented on trouble shooting logs. Documentation example logs are provided at the end of this document.

Routine maintenance will be conducted on each storage unit, per the manufacturer's guidelines. Temperature adjustments will only be authorized by the primary or alternate vaccine coordinator in accordance with the following procedures:
- Small adjustments toward a warmer or colder setting by slowly adjusting thermostat knobs.
- Allow temperature stabilization for 30 minutes prior to opening unit door(s).
- Recheck temperatures frequently.
- Repeat steps until the temperature has stabilized between 2° C and 8° C (36° F and 46° F) for a refrigerator or between -50° C and -15° C (-58° F and +5° F) for a freezer.
- Consider placing additional water bottles in the unit to help temperature stability.

Vaccine Delivery & Product Rotation

Cold chain shall be maintained for vaccine deliveries. Deliveries will be coordinated and overseen by the primary and/or alternate vaccine coordinator.

All shipments will immediately be visually inspected, unpacked and stored per the manufacturer's recommendations. Inventory adjustments will be made in appropriate systems/logs.
Vaccine stock counts shall be estimated based on previous vaccine cycles and active proposals. When appropriate, tally logs will be maintained on storage unit(s). Vaccines will be ordered per the supplier's protocols, in advance of the need.

Vaccine products will be rotated, to ensure that the earliest expiration dates are used first. Products will be checked for approaching expiration dates routinely, both in our inventory management system and physical vaccine inventory.

If vaccines are unusable, they will be clearly marked for quarantine and sequestered from other usable products. Only the vaccine coordinator, or alternate coordinator, will remove vaccine from stock and dispose of vaccines per the manufacturer's recommendations.

Vaccine Preparation and Administration

Vaccines will be prepared in a designated area away from any space where potentially contaminated items are placed. Vaccines will only be prepared when they are ready to be used. Vials will be visually inspected to ensure the correct vaccine is given and that the expiration/beyond-use-date has not passed. Vaccines will be prepared by the individual administering the vaccine.

Manufacturer recommendations will be followed if reconstituting any vaccine product.

A copy of Triad Care, Inc.'s intramuscular (IM) injection protocol is made available to all clinicians.

Emergency Vaccine Storage, Handling, and Transport

The following vaccine emergency plan, and list of contacts and alternate storage sites, is made available to all staff. Emergency equipment, including flashlight and tested pack-out equipment is posted and stored near the vaccine storage units.

Emergency Vaccine Management Plan: To be posted on the outside of storage unit for all staff

	Phone Number:
Practice Name: Triad Care, Inc.	336-541-6475
Primary Person Responsible for Vaccines: Jeremy Patterson	336-324-0942
Secondary Person Responsible for Vaccines: Ellen Fulp	336-906-1123
Person with 24-hours Access: Jeremy Patterson	336-324-0942
Local Health Department: Guilford County Health Dept.	336-641-3245

How to Manage Vaccines in the Following Scenarios:

- **Power failure**
- **Vaccine storage unit failure**
- **Staff left the refrigerator door open**
- **Temperature was too cold**
- **Storage unit became unplugged**
- **Any other improper storage condition**

1. Close the door and/or plug in the refrigerator/freezer.
2. Record the current time and temperature of the refrigerator/freezer.
3. Move the vaccines to a refrigerator/freezer that is working properly and document the time of relocation. *Do not throw out the affected vaccine*.
4. Mark and quarantine the potentially compromised vaccines for easy identification.
5. Notify the site contacts and vaccine manufacturer immediately.
6. Adjust thermostat as needed and monitor temperatures frequently.
7. Call manufacturers of all exposed vaccine(s) and document vaccine troubleshooting.

In Case of a Power Outage: Contact one of the sites listed below to ensure they have power and/or a functional generator. Before transporting, ensure the back-up site has room for the vaccine stock and has personnel onsite to assist with vaccine storage.

1. Location & Contact's Name: Guilford Medical Associates (Richard Tisovec, MD)
   Telephone #: (919) 632-4812

2. Location & Contact's Name: Piedmont Drug (Mike Ball, RPh)
   Telephone #:(336) 340-4093

How will you be notified of an outage? Duke Energy customer outreach (Jeremy Patterson primary contact)

Vaccine Transport

Vaccines will be shipped to the administration site whenever possible. If vaccines must be transported, they will only be transported in stable storage units, tested for temperature control and with a temperature monitoring device (TMD) in place. Vaccines should be refrigerated immediately. When refrigerators at not available, a qualified, hard-type storage device and appropriate pack-out supplies will be used to store vaccines.

Total vaccine transport time, plus clinic workday should be no more than eight hours. Pre-drawn syringes will not be transported. Temperatures will be documented on a travel temperature log. Storage containers will remain closed as much as possible.

Triad Care, Inc. will maintain packing supplies to support the transport of our largest annual vaccine inventory. This will include:

- Portable, tested storage devices.
- Qualified packouts.
- Coolant materials.
- Insulation, including bubble wrap and corrugated cardboard.
- TMD for each container.