



■ Healthcentric
Advisors
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QIN-QIO
Quality Innovation Network -
Quality Improvement Organizations
CENTERS FOR MEDICARE & MEDICAID SERVICES
QUALITY IMPROVEMENT & INNOVATION GROUP

VACCINE STORAGE AND ADMINISTRATION ROLES AND RESPONSIBILITIES

Task	Staff
<p>ASSIGN AN IMMUNIZATION CHAMPION</p> <ul style="list-style-type: none"> • Coordinates immunization efforts • Ensures staff is aware of vaccination efforts 	
<p>STORAGE</p> <ul style="list-style-type: none"> • Use a proper storage unit • Ensure thermometer is properly calibrated • Order vaccine supply • Evaluate cold chain procedures • Inspect vaccine upon delivery • Rotate vaccine stock • Take immediate action if errors in storage/administration occur 	
<p>ADMINISTRATION</p> <ul style="list-style-type: none"> • Review and update standing orders/resident orders • Never administer a vaccine later than the expiration date • Administer vaccine w/in the prescribed time following reconstitution • Wait to draw vaccines into syringes until immediately prior to administration • Never mix vaccines in the same syringe • Record vaccine and administration information, including lot numbers and injection sites in the patient/resident health record 	
<p>TIMING AND SPACING</p> <ul style="list-style-type: none"> • Follow the currently recommended immunization schedules • Give recommended vaccines at the same visit/encounter 	

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VACCINE STORAGE AND ADMINISTRATION ROLES AND RESPONSIBILITIES (continued)

Task	Staff
<p>VACCINE CONTRAINDICATIONS AND PRECAUTIONS</p> <ul style="list-style-type: none"> • Screen every patient/resident for contraindications and precautions 	
<p>COMMUNICATE ABOUT VACCINE BENEFITS AND RISKS</p> <ul style="list-style-type: none"> • Provide a copy of the most recent Vaccine Information Statement (VIS) • Discuss the risks and benefits of vaccines using shared clinical decision making • Ensure patient/resident and/or designee gave permission to receive vaccine 	
<p>MANAGE VACCINE SIDE EFFECTS</p> <ul style="list-style-type: none"> • Ensure procedures are in place for emergency care/ anaphylactic reaction • Implement office emergency plan e.g., epinephrine, airway, CPR 	
<p>REPORT SUSPECTED SIDE EFFECTS TO VAERS</p> <ul style="list-style-type: none"> • Report any possible vaccine side effects/adverse events to the Vaccine Adverse Event Reporting System (VAERS) 	

RESOURCES:

ACIP Vaccine Recommendations and Guidelines - bit.ly/3sFTm9m

Adult Immunization Schedule - 2023 - bit.ly/3PkWyin

Screening Checklist for Contraindications to Vaccines for Adults - bit.ly/480uvx9

Skills Checklist for Vaccine Administration - bit.ly/3R6cLdK

Providers' Role: Importance of Vaccine Administration and Vaccine Storage & Handling - bit.ly/3P3xl6o