



SIMON is our immunization information system which improves the VFC provider experience with simplified enrollment and online vaccine ordering. SIMON user rights were developed to align with the VFC program requirements. The Signatory (person who signs VFC Provider Agreement) must designate a Primary Vaccine Coordinator and a Back-up Vaccine Coordinator who will be responsible for ensuring all vaccines are stored and handled correctly. The Signatory should select persons who are best suited to manage these activities in the provider practice office. [To effectively perform their duties, the vaccine coordinators must be fully trained on routine and emergency standard operating procedures \(SOPs\) for vaccine ordering, storage, handling, transport, and inventory management.](#) The person(s) designated as vaccine coordinator(s) are **not required to be a nurse** to fulfill these roles and responsibilities! This selection is at the discretion of the Signatory.

## **Vaccine Coordinator(s) Roles and Responsibilities:**

### **• Develop and Maintain the Vaccine Management Plan (Routine and Emergency)**

- ✦ Ensure completion of annual required trainings for all existing and/or new staff.
  - [Immunization You Call the Shots- Module Sixteen Vaccines for Children](#)
  - [Immunization You Call the Shots – Module Ten – Storage and Handling](#)
  - [SIMON Application training](#)
- ✦ Vaccine Coordinator must document all staff trainings on the Vaccine Staff Training Log annually.
- ✦ Update and upload training certificates via SIMON for existing and/or new Vaccine Coordinator staff.

### **• Oversee Vaccine Ordering**

#### **✦ Order Vaccines**

- ✦ Perform physical inventory of all vaccine stock.
- ✦ Account for all doses through the reconciliation process via SIMON for all returned, transferred, or borrowed vaccines since the last order. (Every 30 days)
- ✦ Complete and submit the vaccine order based on the provider profile population.

#### **✦ Receive Vaccines**

- ✦ Be present when vaccines are delivered and inspect and store in the vaccine storage unit.
- ✦ Ensure that acceptable temperature ranges have been maintained.
- ✦ Verify vaccine order and accept vaccine inventory into SIMON.

#### **✦ Store Vaccines**

- ✦ Rotate the vaccine inventory so that vaccines with shorter expiration dates are used first.
- ✦ Ensure that there are no expired vaccines in the refrigerator or freezer.
- ✦ Keep VFC vaccine separate from private vaccine stock.
- ✦ Perform routine cleaning on vaccine storage units.

### **• Monitor Storage and Handling and Vaccine Administration Practices**

- ✦ Add every storage unit that holds publicly funded vaccines into SIMON
- ✦ Use a continuous temperature monitor (CTM) with a current and valid Certificate of Calibration testing to review refrigerator and freezer temperatures.
  - ✦ Upload Certificate of Calibration in SIMON for each CTM device
- ✦ Record MIN/MAX once each workday-- at the start of clinic day, and review temperatures prior to administering.
- ✦ Download/Upload vaccine temperatures weekly (every Monday unless Monday is holiday/upload on next business day).
- ✦ Take immediate action if temperatures are outside acceptable ranges and report via [SIMON Helpdesk ticket](#)
- ✦ Implement the emergency vaccine management plan, if necessary.
- ✦ Keep temperature log on each vaccine storage unit.

### **• Store all SCVFC program documentation for 3 years.**