

Facility Name:
Effective Date:
Reviewed By:

VFC PIN:

**IOWA DEPARTMENT OF PUBLIC HEALTH
VACCINES FOR CHILDREN PROGRAM
VACCINE INVENTORY MANAGEMENT AND BORROWING**

VFC-enrolled providers are expected to manage and maintain an adequate inventory of vaccine for both VFC and non-VFC-eligible patients. Vaccine borrowing should be rare and must be due to an unforeseen delay or circumstance surrounding the vaccine ordered.

The action steps below, when fully planned and incorporated into the routine clinical practices, can provide an ongoing process to reduce the need for vaccine borrowing.

VACCINE ORDERING

Health care providers participating in the Vaccines For Children (VFC) Program are responsible for ordering and maintaining adequate vaccine inventory for eligible patients to prevent missed opportunities. Providers shall submit VFC vaccine orders based upon the facility's assigned ordering frequency (monthly, bi-monthly, quarterly). The goal of ordering frequency is to balance shipping costs with inventory and vaccine wastage costs. Each VFC provider is assigned a vaccine order frequency based on the number of doses distributed annually. VFC providers shall place vaccine orders for adequate doses of vaccine to immunize children for the period of time determined by the assigned ordering frequency. The Iowa Department of Public Health, VFC Program requires VFC providers to place vaccine orders using the Immunization Registry Information System (IRIS). IRIS contains vaccine order functionality which includes recommended order quantities based on ordering patterns and doses administered data. When placing vaccine orders, review recommended order quantities for each vaccine and total amount of vaccine needed including combination and single antigen products.

Completed Vaccine Ordering Corrective Actions

- Review current inventory/expiration dates and consider seasonal events or specialty clinics.
- Clinic staff is aware of assigned ordering frequency.
- Do not over-order or stockpile vaccine.
- Maintain adequate inventory of VFC and private vaccine (if applicable) to eliminate occurrences of borrowing between VFC and private inventories.
- Clinic staff is trained annually on vaccine ordering process.

VACCINE MANAGEMENT/STOCK ROTATION

Check and rotate stock monthly and when new vaccine inventory arrives. Ensure vaccines with the most current expiration dates are used first and are in front of vaccines with longer expiration dates.

Completed Vaccine Management/Stock Rotation Corrective Actions

- Primary VFC Vaccine Coordinator shall monitor vaccine inventory by printing IRIS inventory report and conducting a count of VFC vaccine inventory in refrigerators and freezer monthly.
- Rotate vaccine stock regularly; move earliest expiration dates to the front.
- Check vaccine expiration dates at least monthly. Remove expired vaccines immediately.
- Train staff to distinguish VFC vaccine from private vaccine.
- Store VFC vaccine stock separately (separate shelves or units) from private vaccine stock.
- Mark VFC vaccines (colored stickers) to easily identify VFC vaccine from private vaccine.
- Report VFC vaccine that will not be used and will expire within 2-3 months to the Iowa VFC Program at 1-800-831-6293.

ORGANIZING AND STORING VACCINE

Ensure vaccines are stored correctly and minimize the risk of administration errors.

Completed Vaccine Organization and Storage Corrective Actions

- Store vaccines inside storage units in accordance with Vaccine Storage and Handling Plan.
- Store vaccine and diluent in its original packaging.
- Store each type of vaccine in a separate container.
- Use color coded labels on shelves, vaccine boxes and containers to help staff locate the correct vaccine.
- Store vaccines and diluents with similar packaging or names on different shelves.
- Place vaccines and diluents with the earliest expiration dates to the front of unit.

VACCINE BORROWING DOCUMENTATION

VFC providers must document occurrences of vaccine borrowing on the [Vaccine Borrowing Report Form](#) and complete corrective action in IRIS to update VFC and private vaccine inventory.

Completed Vaccine Borrowing Documentation Corrective Actions

- Report all vaccine borrowing occurrences to the Iowa VFC Program.
- Clinic staff is trained and able to document borrowing and payback actions in IRIS. ([VFC-IRIS Vaccine Borrowing Documentation](#))

STAFFING/TRAINING

Staff training is essential to prevent vaccine borrowing and must be completed as part of new employee orientation and annually as a refresher for all staff involved in vaccine management.

Completed Staffing and Training Corrective Actions

- Clinic staff is trained annually on vaccine ordering process.
- All staff are trained on proper VFC patient eligibility screening and documentation.
- Clinic staff is trained on administering the appropriate inventory to patient per eligibility screening process to avoid accidental use of the wrong inventory.
- Staff is trained on guidelines for vaccine management and stock rotation.
- Clinic staff is trained and able to document borrowing and payback actions in IRIS.

