

## Vaccine Cold Chain Management - Roles and Responsibilities

| What   | When  | Who                                      |
|--|---|--|
| Review vaccine storage and handling guidelines   | Annually (and when needed)  | All staff involved in vaccine management |
| Provide cold chain training to new employees   | During staff orientation  | Vaccine champion                         |
| Check the temperature of the vaccine refrigerator (maintain between +2° C to +8° C)  | Twice daily:<br>Read / Record / Reset / Report  |  |
| Change the battery in the digital thermometer  | Every 6 months and document in temperature logbook  |  |
| Order vaccines: Aim to maintain no more than a 2-week supply of vaccine at a time<br><br>Fax order to Public Health: 519-823-4903<br><br>Questions?: 1-800-265-7293 ext. 4170  | Weekly or every second week: Centre Wellington, Guelph and Dufferin<br><br>Every second week: North Wellington<br><br>Fax order by Thursday at noon to receive the following week |  |
| Receive vaccine delivery or pick up vaccines from Public Health<br><br>Unpack and refrigerate vaccines and check that temperatures were maintained between +2°C and +8° C during transport   | Immediately upon arrival  |  |
| Return vaccines to Public Health with next vaccine order   | Anytime vaccines have expired or as directed by Public Health   |  |
| Rotate vaccine stock (check expiry dates regularly and put vaccines with shorter expiry dates at the front)  | Monthly and upon receipt of new vaccines<br><br>Check expiry date before administering a vaccine<br><br>Use red dotted and vaccines with shorter expiry dates first               |  |
| Organize vaccine refrigerator: <ul style="list-style-type: none"> <li>• Store vaccines on middle shelves (not in door or drawers)</li> <li>• Organize by product</li> <li>• Maintain space between each vaccine product</li> <li>• Only store vaccine in refrigerator (no food, beverages or medical/lab specimens)</li> <li>• Put water bottles on empty shelves and in refrigerator door</li> <li>• Keep vaccines in original packaging</li> </ul> | Daily   |  |
| Report a cold chain incident to Public Health immediately: 1-800-265-7293 ext. 4500  | Any time a vaccine has been exposed to a minimum, maximum or current temperature below +2° C or above +8° C   |  |
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