

Get Your Practice Ready for Your 2018-2019 Initial Influenza Vaccine Order

The following preparations will help get your practice ready for your initial flu shipment:



VACCINE STORAGE

- Prepare room in your vaccine storage unit to receive initial flu vaccine shipments.** Pre-designate and label areas in order to receive and readily store doses.
- Verify any unused and expired influenza vaccine from the previous flu year have been removed from the unit** and an online return form has been submitted. Return expired VFC flu vaccine to VFC's national vaccine distributor, McKesson.
- Review your temperature logs and digital data logger report to ensure your vaccine refrigerator is maintaining appropriate in-range temperatures.**
- Store influenza vaccines at a temperature range of 36.0°F to 46.0°F (2.0°C to 8.0°C).** Do not freeze or expose vaccines to out-of-range temperatures. Flu vaccine doses deemed spoiled due to exposure to out-of-range temperatures may not be readily replaced.

VACCINE SHIPMENTS

- Be prepared to receive multiple vaccine shipments during the initial part of the influenza year.** VFC's vaccine supply arrives at McKesson in multiple shipments. Your initial order may arrive in separate shipments, as vaccine becomes available to our vaccine distributor. Initial shipments are automatically processed as supply becomes available until all initial orders are fulfilled.
- Ensure that your clinic's hours of operation are up-to-date.** Promptly report any changes to VFC by clicking the "Update Practice Information" link in your [MyVFCvaccines](#) account.. Failure to do so will result in delayed vaccine delivery, may compromise vaccine shipments, and can lead to a negligent vaccine loss.
- Lookout for VFC's notifications a few days prior to flu orders shipping.** VFC notifies providers prior to the processing of each shipment, outlining the expected delivery timeframe and products to be shipped. Updated order fulfillment information is posted on www.eziz.org in the "Vaccine Order Status" section.
- Alert front office staff or staff responsible for receiving vaccine shipments** once notification of order processing has been received by the clinic. Shipments must be inspected, and vaccines stored appropriately immediately upon receipt. Any issues or discrepancies must be [reported immediately](#) to the VFC Program (same day).



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STAFF TRAINING & POLICIES

- Review all (VFC, non-VFC) influenza vaccine products that you will be administering** in your facility this year, including their dosages, age indications, and administration techniques. The [Influenza Vaccine Identification Guide](#) displays all available influenza vaccines, including formulations that are not provided by the VFC Program.
- Share the VFC Program’s 2018-2019 Influenza Vaccine Information letter posted on www.eziz.org with all staff.**
- Implement a yearly competency review of all staff administering any vaccine formulation, including influenza.**
- Verify that vaccine storage and temperature monitoring training has been completed** by any new staff and by staff with temperature monitoring and documentation as a new area of responsibility.
- Review VFC vaccine eligibility and tracking procedures.** All VFC-administered doses must be logged in either the [VFC Program’s Flu Usage Log](#), in an Immunization Information System, or your clinic’s own system. Your clinic will be required to accurately account for all doses of influenza vaccines received through the VFC Program, report inventory and usage for any supplemental influenza vaccine orders, and report total doses administered at the end of the season.
- Review proper vaccine receipt protocols with staff to prevent spoilage of vaccine shipments.** Training should include shipment inspection, verification of shipment content, proper vaccine storage, and procedures for reporting shipment issues or discrepancies to the VFC Program. See [Vaccine Receiving Log and Checklist](#) for more information.
- Prepare the office for flu clinics, remind providers, prepare systems, prepare Vaccine Information Statement supplies,** and anticipate staffing needs.
- Refer to the [VFC Provider Operations Manual](#) section on Ordering Flu Vaccines** for more information and best practices about VFC flu ordering.

PROMOTING INFLUENZA VACCINATION IN YOUR OFFICE

- Stock patient educational resources** about influenza vaccination.
- Plan ahead and prepare patient lists, notifications, and scheduling.** Use the **California Immunization Registry (CAIR) or similar Immunization Information System or your clinic’s own system to remind patients and set up recall notifications for patients** needing second doses. Make sure that children with high-risk conditions are identified, and vaccinated as early as possible.
- Issue prepared notification to patients about flu clinics,** once flu vaccine arrives at your practice. Use every visit as an opportunity to immunize and protect patients against flu.

