

## Getting Your Practice Ready for the 2016-2017 Influenza Season

The following preparations will help get your practice ready for the upcoming flu season:

### VACCINE STORAGE



- Prepare room in your vaccine storage unit to receive initial vaccine shipments.** Pre-designate areas and label them appropriately in order to be ready to receive and readily store doses.
- Verify all unused and expired influenza products from the previous season have been removed from the unit and returned to VFC's national vaccine distributor.**
- Review your temperature logs to ensure your vaccine refrigerator is maintaining adequate temperatures.** Influenza products that are exposed to freezing temperatures cannot be used.
- Store influenza vaccines at a temperature range of 35°F to 46°F (2°C to 8°C).** Do not freeze or expose vaccines to out-of-range temperatures. 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 season.** Vaccine supply arrives at McKesson in multiple shipments. Similarly, all provider orders are also shipped in multiple increments. Shipments are automatically processed as vaccine supply becomes available, until all doses for each product allocated to each provider have been fulfilled.
- Ensure that your clinic's hours of operation are up-to-date.** Promptly report any changes to the VFC Program to make sure vaccines are delivered within the clinic's stated vaccine delivery times. Failure to report changes in clinic's hours of operation to receive vaccine deliveries will result in delayed vaccine delivery, may compromise vaccine shipments, and can lead to a negligent vaccine loss.
- Be on the lookout for VFC's advance 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](http://www.eziz.org) in the "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).

### 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 Chart may help you identify all available influenza vaccines, including formulations that are not provided by the VFC Program.
- Share VFC's 2016-17 Seasonal Influenza Vaccine Information letter with all staff.**
- Implement a yearly competency review of all staff administering any vaccine formulation,** including influenza.
- Verify 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, 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.
- Prepare the office for flu clinics, remind providers, prepare systems, prepare Vaccine Information Statement supplies,** and anticipate staffing needs.

### PROMOTING INFLUENZA VACCINATION IN YOUR OFFICE



- Stock patient educational resources** about influenza vaccination.
- Prepare notification to patients about clinics,** once flu vaccine becomes available. Use every visit as an opportunity to immunize and protect patients against flu.
- Plan ahead. Use the California Immunization Registry (CAIR) or similar Immunization Information System to recall patients** needing second doses.