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POLICY AND PROCEDURE	
SUBJECT/TITLE:	Vaccine Storage and Handling Protocol for Non-Nursing Staff
Distributed to:	All Non-Nursing SCHD Employees
HEALTH COMMISSIONER	Michael Martin, M.D.
APPROVAL DATE:	3/25/2022
REVIEW FREQUENCY:	5 years or as needed
BOARD APPROVAL DATE:	N/A
REFERENCE NUMBER:	o-p-2

Vaccine Storage and Handling Protocol for Non-Nursing Personnel

Purpose: Vaccines require appropriate handling in temperature-controlled conditions. Vaccine shipments may arrive at times when nursing staff are not onsite, and/or vaccines may be delivered to the Environmental/Admin/Vital Statistics side of the Scioto County Health Department (SCHD). Therefore, it is important that all SCHD employees be able to recognize a vaccine shipment when it arrives, and know what to do to maintain vaccine viability if nurses are not present onsite to receive the vaccine. In addition, non-nursing staff must know how to recognize and respond to an out-of-range temperature alarm.

Background: ODH requires vaccine providers to create and maintain written routine and emergency storage and handling plans. SCHD's Vaccine Management Plan is found in two locations: on the side of the ODH (VFC/317) vaccine refrigerator/freezer unit in the clinic, and in the Vaccines for Children Manual in the nursing office. The Nursing Director and the Back-up Vaccine Coordinator, as well as the other nurses, are responsible for implementing the Vaccine Management Plan. Names and emergency contact numbers for SCHD Nursing Staff are as follows:

Director of Nursing: Tracey Henderson, work cell 740-876-2300, personal cell 740-285-1317

Backup Vaccine Coordinator: Vickie Patrick, cell 740-727-1558

Public Health Nurses: Kristyn McLaughlin, cell 740-352-0145

Pam McCoy, cell 740-821-1456

I: Protocol for Proper Receipt and Storage of Vaccine Shipments

All current and new SCHD staff will use the following protocol for receiving vaccine if nursing staff are not immediately available. All new SCHD staff will be trained on hire by the Nursing Director on how receive a vaccine shipment if a nurse is not present. This training will be updated annually for all staff. Trained staff will sign a training acknowledgement.

1. Vaccines may arrive in many types of containers. They may be addressed to the Scioto County Health Department, the SCHD Nursing Department, Dr. Martin, or Tracey Henderson. All SCHD personnel must be able to recognize containers that contain vaccine.
2. If an order is expected on a day that nurses will be offsite, the DON or Backup Vaccine Coordinator will notify the Admin staff that a vaccine shipment is expected and how it should be handled until the nurse returns. However, some vaccine shipments arrive without prior notice.

3. If shipments arrive that might contain vaccine, notify a nurse immediately if there is a nurse on site.
4. If there is no nurse on site, examine the package. If it is marked "Vaccines," "Must be Refrigerated," "Must be Kept Frozen," "Temperature-Controlled," etc., do not open the package. Call the Nursing Director, Backup Vaccine Coordinator, or other PHN to notify and follow their instructions.
5. If you are unable to speak with a SCHED nurse immediately, please do the following:
 - (a) Open the package. Save the packing slip and write date and time received on the packing slip, along with your initials.
 - (b) If the shipment contains vaccine, there may be a temperature monitor included in the shipment. If so, follow the instructions on the temperature monitor and record the results on the packing slip.
 - (c) Read the instructions (on the carton, the packing slip, and/or inside the box) to determine if the vaccine needs to be refrigerated, stored in a standard freezer, or stored in the ultracold freezer. All vaccines must be placed in the proper compartment or unit (refrigerator, standard freezer, or ultracold freezer) immediately upon arrival. Refrigerated vaccines, frozen vaccines, and ultracold vaccines (stored in dry ice) will never be mixed in the same shipment container.

REFRIGERATOR: All vaccines EXCEPT MMR, Varicella, Proquad (MMR+Varicella combination), Moderna COVID, Pfizer COVID (gray cap), and Pediatric Pfizer COVID (orange cap) go in the refrigerator. The refrigerator is the top half of the two upright units. Place all refrigerated vaccines in the refrigerator section, with a note that they were newly received on (date). Notify a nurse asap that the vaccines have arrived and are in the refrigerator.

STANDARD FREEZER: MMR, Varicella, and Proquad (MMR+Varicella combination) and Moderna COVID vaccines are the ONLY ones that are stored in the standard freezer. The standard freezer is the bottom right door of both upright units. Place all MMR and Varicella vaccines into the standard freezer section, with a note that they were newly received on (date). Notify a nurse asap that the vaccines have arrived and are in the standard freezer.

ULTRACOLD FREEZER: Pfizer COVID (gray cap) and Pediatric Pfizer COVID (orange cap) vaccines are the ONLY vaccines that are stored in the ultracold freezer. The ultracold freezer is the small green and white unit under the counter on the far end of the clinic. Pfizer and pediatric Pfizer COVID vaccines are shipped in dry ice. **IMPORTANT:** You must use safety gloves and goggles when handling dry ice, opening the vaccine carton, and opening the ultracold freezer. Safety gloves and goggles are located in the drawer to the left of the sink in the clinic. Open the vaccine carton, remove the vaccine carefully. Open the ultracold freezer, remove the insulated inner lid, and immediately place the vaccine inside the ultracold freezer. Immediately replace the insulated lid and close and lock the outer lid to maintain the unit's temperature. You may leave the dry ice in the box. Notify a nurse asap that the vaccines have arrived and are in the ultracold freezer.

- (d) When the nurse arrives, immediately give the packing slip and any other paperwork included with the shipment to the nurse.
- (e) The nurse will then immediately ensure that the vaccine was stored properly, label it, and complete intake and inventory procedures.

II: Protocol for Responding to Potential Temperature Excursions by Non-Nursing Personnel

Background:

The Scioto County Health Department stores vaccines in the following temperature-controlled units:

- (a) Pharmaceutical grade refrigerator/standard freezer combination for publicly-funded vaccines.
- (b) Pharmaceutical grade refrigerator/standard freezer combination for privately-purchased vaccines.
- (c) Ultracold freezer for Pfizer COVID-19 vaccines.

Acceptable vaccine temperature ranges for each unit are as follow:

- (a) Refrigerator: 2° C - 8°C
- (b) Standard Freezer: - 25°C - -15°C
- (c) Ultracold Freezer: - 80° C - -60°C

If the unit temperature goes out of the above ranges, an alarm will sound.

All of the above vaccines storage units have 24/7 remote temperature monitoring systems that notify the public health nurses of power/internet outages and temperature excursions, by sending email and cell phone alerts.

If there is an alarm due to a temperature excursion, it could be due to any of the following reasons:

- (a) The unit door was left open.
- (b) There was power interruption to the unit (unlikely, because all units are hooked up to an on-site generator that turns on automatically to prevent power interruption to the unit).
- (c) There is a malfunction in the unit that causes temperatures to go out-of-range.

Protocol

All new SCHD staff will be trained by the Nursing Director on hire on how to recognize and respond to a temperature alarm on the vaccine refrigerator/freezer/ultracold freezer units. This training will be updated annually for all staff. Trained staff will sign a training acknowledgement.

1. If a staff member hears an alarm from a vaccine storage unit, they should immediately check to see if someone has left the unit's door open or ajar. If so, close the door.
2. If a temperature alarm has occurred, immediately notify a nurse that the alarm has sounded (even if the alarm stopped when the unit door was closed.) If there is no nurse on site, call one of the nurses at the numbers listed above. The nurse will either come back to the clinic or instruct the staff member on how to proceed.

Approved by:



Tracey L. Henderson, BSN, RN

Director of Nursing

date 3/28/2022

Vaccine Storage and Handling Protocol for Non-Nursing Personnel

I certify that I have received training on the above protocol, and that I have read and I understand this protocol.

Melissa Spears

Melissa Spears

date 3-28-2022

Amber Gustin

Amber Gustin

date 3-28-2022

Traci Maloney

Traci Maloney

date 3-28-22

Garet Bennett

Garet Bennett

date 3-28-22

Leah Terry

Leah Terry

date 3-28-22

Zach Ellswick

Zach Ellswick

date 3-28-22

Tracey R. Henderson

Tracey Henderson

date 3/28/2022

Vickie Patrick, RN

Vickie Patrick

date 3/28/22

Kristyn McLaughlin, RN

Kristyn McLaughlin

date 3-28-22

Pam McCoy

Pam McCoy

date 3/28/22

Beth Ingles

Beth Ingles

date 3/28/22

Arlene Dever

Arlene Dever

date 3-28-22

date _____

date _____

date _____