

Communicable Disease Management Protocol

Worksheet 3: Vaccines and Biologics Storage Tasks – Roles and Responsibilities

(VC)	Ensure that vaccines and biologics storage and handling protocols are up to date, in a binder near or attached to the refrigerator.
(VC)	Keep “Contact Lists” updated.
(VC)	Provide information to new immunization providers regarding storage and handling.
(VC)	Provide information to product handlers about safe storage and handling practices.
(VC)	Ensure rescue and transport supplies (coolers, freezer packs, flashlight, protocols, etc.) are in close vicinity of the fridge.
(VC)	Review the <i>Temperature Log for Vaccines and Biologics</i> weekly to ensure proper temperature recording.
(VC)	Review the <i>Temperature Log for Vaccines and Biologics and Storage Trouble Shooting Records</i> monthly to note trends.
(VC)	Follow up on recommended actions following a cold chain failure.
	Complete Regional cold chain failure reports and report appropriately (if applicable).
	Order vaccines and biologics stock.
	Receive and process the vaccines and biologics deliveries.
	Rotate stock.
	Check and record refrigerator temperature twice daily.
	Submit the <i>Cold Chain Failure Response Form</i> to Manitoba Health, when necessary.
	Complete monthly inventory counts and checks.
	Weekly refrigerator maintenance.
	Quarterly refrigerator maintenance.
	Annual thermometer or data logger maintenance.