



Investing for tomorrow, delivering today.

COVID-19 Vaccine Provider Training

2022



Part 1: Training and Responsibilities



Modules

- Staff Training Overview
- Vaccine Coordinator Roles and Responsibilities



Staff Training



Staff Training

- All staff who receive, handle, manage, prepare, or administer vaccine *must* be fully trained on COVID-19 vaccine storage, handling, preparation, and administration requirements for each COVID-19 vaccine product as applicable to the individual's role.
 - This includes New Mexico Statewide Immunization Information System (NMSIIS) training



Staff Training

- Providers should track, maintain documentation, and monitor the status of the training received by vaccination staff to ensure training requirements are met.



Vaccine Coordinator Roles and Responsibilities



Vaccine Coordinator Roles

- Two **important** staff roles must be identified:
 - Primary Vaccine Coordinator
 - Back-up Vaccine Coordinator
- These roles must be documented in NMSIIS by using the “COVID Change of Contact Instructions” found in NMSIIS Reports under the New Mexico Forms and Documents section.

Name	Type	Phone	Audit	Action
Last name, First name	COVID-19 CONTACT (BACK-UP)	Phone number	?	VIEW
Last name, First name	COVID-19 CONTACT (PRIMARY)	Phone number	?	VIEW



Vaccine Coordinator Responsibilities

- The Primary and Back-up Vaccine Coordinators are responsible for:
 - Receiving vaccine
 - Vaccine storage
 - Monitoring vaccine temperatures
 - Managing vaccine inventory
 - Uploading storage unit temperature readings into NMSIIS
 - Staff Education



Vaccine Management Plans

- Providers should **develop and maintain a vaccine management plan** which consists of clearly written, and up-to-date storage and handling standard operating procedures (SOPs).
- This plan should be reviewed/updated annually or more frequently if changes occur and should include a review date and signature in order to validate that it is current.



Vaccine Management Plans

Vaccine management plans should include the following:

- Name and contact information for the current vaccine coordinator and back-up coordinator
- Provider staff roles and responsibilities
- Staff training/documentation on vaccine management, storage, and handling
- Proper storage and handling practices
- Shipping and receiving procedures

This is a fillable form – please download, enable editing, and type all entries

EMERGENCY VACCINE MANAGEMENT PLAN 

Worksheet for Emergency Contacts *Keep Near Vaccine Storage Unit(s)*

The New Mexico Immunization Program requires that each practice develop and maintain an *Emergency Vaccine Management Plan*. Properly completing this template will meet the Immunization Program requirement to have a written plan for vaccine management in an emergency. Plans should be reviewed and updated when changes to any information within the plan occur.

This *Emergency Vaccine Management Plan* outlines actions staff should take in the event of an emergency that might affect vaccine viability. Examples include unit malfunction, mechanical failure, power outage, natural disaster, or human error. This plan must be kept near the vaccine storage unit.

Staff Roles and Contact Information

Emergency Contacts

Office/Clinic Name	
PIN	
Address	

Site's Emergency Contact staff:

Role/Responsibility	Name	Phone Number	Alt Phone	Email Address
1. Primary Coordinator				
2. Back-up Coordinator				
3. Additional Contact				

Useful Emergency Numbers

Service	Name	Phone #	Alt Phone #	Email Address
Immunization Program – COVID				covid.vaccines@state.nm.us
NMSIS Help Desk		833-882-6454		
Utility Company				
Building Maintenance				
Building Alarm Company				
VFC400 DDL Technical Support				
Refrigerator/Freezer Repair				
Generator Repair/Maintenance				
Vaccine Transport Contact				
Other				

New Mexico Department Of Health, Immunization Program
<http://nmhealth.org/about/phd/idb/imp/>
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Vaccine Management Plans Continued

- Vaccine ordering procedures, inventory management (e.g. stock rotation), and procedures for handling spoiled or expired vaccine
- Procedures for monitoring and properly labeling expiration dates, and beyond-use dates/times
- Emergency procedures for equipment malfunctions, power failures, or natural disasters

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Generator Repair/Maintenance				
Vaccine Transport Contact				
Other				

New Mexico Department Of Health, Immunization Program
<http://nmhealth.org/about/phd/ids/imp/>

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Contact

- NMSIIS Help Desk (833) 882-6454

CONTACT INFO	DESCRIPTION
COVID.Vaccines@state.nm.us	COVID-19 Vaccine Record requests; Provider COVID-19 Vaccine Order status; NMSIIS assistance.
COVID.Therapeutics@state.nm.us	Provider questions regarding COVID oral therapeutics (Molnupiravir and Paxlovid); COVID PrEP (Evusheld); mAB; or Remdesivir
COVIDData.compliant@state.nm.us	COVID-19 vaccine storage and handling questions, temperature log and onboarding Vaccine Plan submissions.
COVID.testing-doh@state.nm.us	For Provider questions on testing and test supplies

