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.
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
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

EMERGENCY VACCINE MANAGEMENT PLAN

Worksheet for Emergency Contacts

Emergency Contacts

Name

Phone Number

Email Address

Primary Coordinator

Backup Coordinator

Additional Contact

Useful Emergency Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone 1</th>
<th>Phone 2</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immunization Program - COVID</td>
<td>505-827-2613</td>
<td>505-827-2614</td>
<td>info.nmhealth.org</td>
</tr>
<tr>
<td>NMMDH Help Desk</td>
<td>505-827-2613</td>
<td>505-827-2614</td>
<td>info.nmhealth.org</td>
</tr>
<tr>
<td>Utility Company</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Maintenance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Alarm Company</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VMECC DDI Technical Support</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refrigerator/Freezer Repair</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Generator/Generator Repair</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vaccine Transport Contact</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Emergency Vaccine Management Plan

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

Nov 2020

NEW MEXICO DEPARTMENT OF HEALTH, IMMUNIZATION PROGRAM

Investing for tomorrow, delivering today.

New Mexico Department of Health
1190 S. St. Francis Drive • Santa Fe, NM 87505 • Phone: 505-827-2613 • Fax: 505-827-2530 • nmhealth.org
# Contact

- NMSIIS Help Desk (833) 882-6454

<table>
<thead>
<tr>
<th>CONTACT INFO</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:COVID.Vaccines@state.nm.us">COVID.Vaccines@state.nm.us</a></td>
<td>COVID-19 Vaccine Record requests; Provider COVID-19 Vaccine Order status; NMSIIS assistance.</td>
</tr>
<tr>
<td><a href="mailto:COVID.Therapeutics@state.nm.us">COVID.Therapeutics@state.nm.us</a></td>
<td>Provider questions regarding COVID oral therapeutics (Molnupiravir and Paxlovid); COVID PrEP (Evusheld); mAB; or Remdesivir</td>
</tr>
<tr>
<td><a href="mailto:COVIDData.compliant@state.nm.us">COVIDData.compliant@state.nm.us</a></td>
<td>COVID-19 vaccine storage and handling questions, temperature log and onboarding Vaccine Plan submissions.</td>
</tr>
<tr>
<td><a href="mailto:COVID.testing-doh@state.nm.us">COVID.testing-doh@state.nm.us</a></td>
<td>For Provider questions on testing and test supplies.</td>
</tr>
</tbody>
</table>