



North Carolina Department of Health and Human Services
Division of Public Health – Women's & Children's Health Section
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Beverly Eaves Perdue, Governor

Lanier M. Cansler, Secretary

May 6, 2011

MEMORANDUM

TO: Local Health Departments

FROM: Beth Rowe-West, R.N., B.S.N., Head,
Immunization Branch

SUBJECT: North Carolina Immunization Program (NCIP) Policy on Off-Site Clinics

The purpose of this memo is to notify local health departments (LHDs) of the NCIP policy regarding off site vaccination clinics. The policy is attached.

Questions about transporting, storing, or handling vaccine should go to Shirelle Everett in the Immunization Branch central office at 919-707-5598.

Cc:	SMT	Regional Immunization Staff		Central Office Staff
	Joy Reed	Vaccine Manufacturers	Terri	Pennington
	Maclyn Powell	Timika Poston	Taryn	Edwards
	Peter Graber			

Subject: Administering NCIP Vaccine Offsite

Effective: May 1, 2011

Local health department (LHD) providers may administer NCIP vaccine offsite, without requesting permission from the Branch, as long as the following conditions are met:

- Vaccines must be transported properly to the offsite location and held at proper temperatures while offsite—see the NCIP website for more detailed procedural information : <http://bit.ly/VaccineTransport>
- Frozen vaccines (MMR and those containing varicella) may only be taken offsite with a portable freezer unit that meets Branch storage and handling guidelines;
- Vaccines taken offsite must be returned to the provider's permanent approved storage unit by the end of the day that the vaccine was taken offsite;
- Only patients 0 through 18 years of age may be administered vaccines in an offsite setting; influenza vaccine may be administered to adults offsite if the current seasonal influenza coverage criteria includes persons over 18 years of age;
- Vaccines administered must be reported via the NCIR; and
- Vaccines must be administered according to current coverage criteria.

Facilities *other than local health departments* must have permission from the Branch Head to hold offsite clinics and must follow the criteria above once permission is granted. If the facility is not using the NCIR, Vaccine Administered Logs (VALs) must be completed by the provider in order to account for the vaccine.

Approved by _____

April 26, 2011
Date

