

VI. Resources

EMPLOYEE IMMUNIZATION EDUCATIONAL ROSTER

PURPOSE: The Centers for Disease Control and Prevention (CDC) requires that each North Carolina Immunization Program (NCIP) provider designate a primary staff person as the Vaccines for Children (VFC) **coordinator** and an additional staff person as the **backup**. These individuals are required to receive an educational "contact" during each calendar year that covers all VFC requirements with a special emphasis on vaccine storage and handling.

Qualifying educational opportunities include scheduled VFC compliance site visits, which all NCIP providers currently receive every other year. Other NCIP visits (including Assessment Feedback Incentive eXchange (AFIX)) do not count towards this requirement. For providers not scheduled for a VFC compliance visit, the VFC primary coordinator and back up are **required** to view or attend one of the two opportunities listed below.

- CDC's **January 2018 VFC Requirements You Call the Shots and Storage and Handling You Call the Shots** on-line modules (both modules together count as one required training); available at <http://www.cdc.gov/vaccines/ed/youcalltheshots.htm>. Please print the certificates to verify completion.
- Attendance at one of the Regional Immunization Workshops – to be announced later this year.

In order to document compliance, the 2018 NCIP annual enrollment packet will include space to indicate the type of training completed by the VFC primary coordinator and back up to meet the annual training requirement.

Keep all training documentation for three years. Proof of training will be verified during VFC compliance site visits. This Employee Immunization Educational Roster can be used for documenting staff training.

Additional recommended immunization training opportunities are listed below.

Please note: The training modules in this document are intended for assisting agencies in training staff that are responsible for vaccine storage, handling, and administration. For information specific to the North Carolina Immunization Program, please review your Provider Vaccine Agreement as well as the NC Immunization Program Requirements page of the Immunization Branch's website: <http://www.immunize.nc.gov/providers/nciprequirements.htm>

In addition to meeting the CDC's annual education requirement, the North Carolina Immunization Branch **strongly encourages** health care facilities to incorporate additional vaccine education as part of their annual staff trainings. The physician, VFC coordinator, or nursing supervisor should ensure that all staff who administers state-supplied vaccines attends an education opportunity listed above and has reviewed the immunization educational materials listed below. All new staff should be scheduled within 30 days of employment to review the educational materials. Staff should also review Annual immunization updates as they become available from the CDC at <http://www.cdc.gov/vaccines/ed/courses.htm#imupdate>. Clinical competencies should be assessed annually by each agency using the Skills Checklist for Pediatric Immunizations- <http://www.immunize.org/catg.d/p7010.pdf>

RECOMMENDED IMMUNIZATION EDUCATIONAL RESOURCES:

1. CDC's Vaccine Storage and Handling Toolkit: <http://www.cdc.gov/vaccines/recs/storage/toolkit/default.htm>
2. CDC's Keys to Storing and Handling Your Vaccine Supply video: <http://www2.cdc.gov/vaccines/ed/shvideo/>
3. "Immunization Encounter: Critical Issues" developed by the Centers for Disease Control and Prevention (1 hour and 21 minutes). <http://www.cdc.gov/vaccines/ed/courses.htm>
4. *General Recommendations on Immunization* by the Advisory Committee on Immunization Practices (ACIP) in the December 1, 2006 and January 28, 2011, Morbidity and Mortality Weekly Reports, titled. May be accessed at the following web sites: http://www.cdc.gov/mmwr/preview/mmwrhtml/rr6002a1.htm?s_cid=rr6002a1_e ; <http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5515a1.htm>
5. "Summary of Recommendations for Child/Teen Immunization" developed by the Centers for Disease Control and Prevention (CDC) and the Immunization Action Coalition: <http://www.immunize.org/catg.d/p2010.pdf>
6. "Epidemiology & Prevention of Vaccine-Preventable Diseases" is a comprehensive overview of vaccine administration developed by the Centers for Disease Control and Prevention. This course includes eleven 60-90 minute modules and can be accessed at the following website: <http://www.cdc.gov/vaccines/ed/webinar-epv/index.html>
7. "Immunization Techniques: Best Practices with Infants, Children, and Adults" provides information on the skills and techniques needed for vaccine administration (25 minutes). This DVD can be purchased by accessing the following link: <http://www.immunize.org/dvd/>
(Please note, the NC Immunization Program does have a limited supply of this DVD for providers- please contact your Regional Immunization Nurse Consultant).
8. "Epidemiology and Prevention of Vaccine-Preventable Diseases", Chapter 6 provides guidelines for vaccine administration. <http://www.cdc.gov/vaccines/pubs/pinkbook/index.html>
9. CDC's: *You Call the Shots: Understanding the Basics- General Recommendations on Immunizations*: <http://www.cdc.gov/vaccines/ed/youcalltheshots.htm>

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Additional Immunization Resources Websites -

- North Carolina Immunization Branch: www.immunize.nc.gov
- Centers for Disease Control and Prevention – National Immunization Program: <http://www.cdc.gov/vaccines>
- Centers for Disease Control and Prevention – National Immunization Program Education and Training website: <http://www.cdc.gov/vaccines/ed/default.htm>
- “You Call the Shots” on-line modules: <http://www.cdc.gov/vaccines/ed/youcalltheshots.htm> Immunization Action Coalition: <http://www.immunize.org>

Manuals and Publications -

- “Epidemiology and Prevention of Vaccine-Preventable Diseases” (The “Pink Book”): <http://www.cdc.gov/vaccines/pubs/pinkbook/index.html>

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NAME: _____ DATE _____

	Date	Name of Continued Education Workshop/ In-service/ Video/Webcast/ Journal Article or MMRW update	Sponsored By	Version In person; On-line; Webinar; Conference	Contact Hours	CEU's Hrs
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2						
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*Please keep a roster for each staff member.