



Vaccines for Children (VFC) Program

Vaccine Management and Borrowing Tool

Email: iowaVFC@hhs.iowa.gov **Phone:** 800-831-6293

Facility Name:	Effective Date:
VFC PIN:	Reviewed By:

VFC-enrolled providers are expected to manage and maintain an adequate inventory of vaccine for both VFC and non-VFC-eligible patients. Vaccine borrowing should be rare and must be due to an unforeseen delay or circumstance surrounding the vaccine ordered.

The action steps below, when fully planned and incorporated into the routine clinical practices, can provide an ongoing process to reduce the need for vaccine borrowing.

VACCINE ORDERING

Health care providers participating in the Vaccines for Children (VFC) Program are responsible for ordering and maintaining vaccine inventory for eligible patients to prevent missed opportunities. Providers shall submit VFC vaccine orders based upon the facility's assigned ordering frequency (monthly, bi-monthly, quarterly). The goal of a set ordering frequency is to balance shipping costs with inventory and vaccine wastage costs. Each VFC provider is assigned a vaccine ordering frequency based on their patient population and number of doses distributed annually.

VFC providers shall order in quantities sufficient to ensure availability of vaccines for their patient population throughout each ordering period. IRIS contains vaccine order functionality which includes recommended order quantities based on ordering patterns, doses administered data, and seasonal fluctuations. When placing vaccine orders, review recommended order quantities for each vaccine and total amount of vaccine needed including combination and single antigen products.

Vaccine Ordering Actions

- Review current inventory, expiration dates, and consider upcoming clinics/events before placing an order.
- Clinic staff orders within the assigned ordering frequency.
- Do not stockpile or over-order vaccine.

- Maintain adequate inventory of VFC and Private vaccine (if applicable) to reduce occurrences of borrowing between vaccine inventories. CDC recommends having a four-week supply available on hand when placing an order to allow for potential shipping delays.
- Clinic staff is trained annually on vaccine ordering processes.

VACCINE MANAGEMENT AND STOCK ROTATION

Check and rotate stock monthly and when new vaccine inventory arrives. Ensure the most short-dated vaccines are used first. They should be placed in front of vaccines with longer expiration dates.

Vaccine Management and Stock Rotation Actions

- Primary VFC Vaccine Coordinator monitors vaccine inventory, conducts a monthly count of VFC vaccine inventory, and compares it to IRIS inventory.
- Rotate Vaccine stock regularly; vaccines with the shortest expiration dates are moved to the front.
- Check expiration dates at least once per month.
- Remove expired vaccines immediately.
- Train staff to distinguish between VFC and private vaccine inventory.
- Separate VFC and private vaccine stock (separate shelves or units).
- Mark VFC vaccines (colored stickers) so they are easily identified as VFC vaccine vs. private.
- Report vaccine due to expire in the next 3-4 months that may not be used to the VFC Program at iowaVFC@hhs.iowa.gov.

ORGANIZING AND STORING VACCINE

Ensure vaccines are stored correctly and minimize the risk of administration errors.

Vaccine Organization and Storage Actions

- Store vaccine in accordance with the Vaccine Storage and Handling Plan.
- Store vaccine and diluent in their original packaging.
- Store different vaccines/types in separate containers.
- Use color coded labels on shelves, vaccine boxes and containers to help staff identify the correct vaccine.
- Store vaccines and diluents with similar packaging or names on different shelves.
- Place vaccines and diluents with the earliest expiration dates at the front of the unit.

VACCINE BORROWING DOCUMENTATION

VFC providers must document occurrences of vaccine borrowing on the [Vaccine Borrowing Report](#) and complete corrective actions in IRIS to update VFC and private inventories.



Vaccine Borrowing Documentation Actions

- Report all vaccine borrowing occurrences to the Iowa VFC Program.
- Trained staff appropriately documents vaccine borrowing and completes payback actions in IRIS. Instructions: [VFC-IRIS Vaccine Borrowing Documentation](#)

STAFFING AND TRAINING

Staff training is essential to prevent vaccine borrowing and must be completed as a part of new employee orientation and annually as a refresher for staff responsible for vaccine management.

Staffing and Training Actions

- Clinic staff complete annual training on the vaccine ordering process.
- All staff are trained to appropriately screen patients and document VFC eligibility.
- Clinic staff are trained to administer the appropriate vaccine inventory based on patient eligibility.
- Staff is trained on vaccine management guidelines and stock rotation.
- Train staff on the process to document and pay back borrowed vaccines.

VACCINE INVENTORY MANAGEMENT AND BORROWING TRAINING LOG		
Staff	Name of Training	Completion Date