

## 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 coordinator**. These individuals are required to receive comprehensive VFC annual training during each calendar year. The training must cover all VFC program requirements described in the Provider Agreement.

In order to comply with this yearly requirement, primary VFC coordinators and back-up coordinators must BOTH complete the 2017 required annual VFC program training requirements by October 1, 2017 in one of the following three ways listed below:

- 1) Completion of “You Call the Shots” both modules 10 and 16 at:  
<https://www.cdc.gov/vaccines/ed/youcalltheshots.html>
  - a. **Vaccine Storage and Handling** (module 10) - Please print the certificate to verify completion
  - b. **Vaccines For Children** (module 16) - Please print the certificate to verify completion.
- 2) Attendance at the State Conference July 19 – 21, 2017 at the Joseph S. Koury Convention Center in Greensboro NC.
- 3) Participation in a VFC Compliance Site Visit
  - a. Assessment Feedback Incentive eXchange (AFIX)) or other trainings provided by NCIP staff do not count towards this requirement.
  - b. Providers not scheduled for a VFC compliance visit are required to have the VFC primary coordinator and back up to view or attend one of the two opportunities listed above.

We strongly encourage you to require all current and new staff to complete the two “You Call the Shots” modules on a yearly basis to enhance their education and allow them to receive continuing education (CE) credits.

**The NCIP annual enrollment packet will include space to indicate the type of training completed by the VFC primary and back-up coordinators which meets the annual training requirement and documents compliance.**

Keep all training documentation for three years. Proof of training will be verified during VFC compliance site visits and on the VFC Provider Agreement. 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 Program **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 administer state-supplied VFC vaccines attend 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 <https://www.cdc.gov/vaccines/ed/courses.html> Clinical competencies should be assessed annually by each agency using the Skills Checklist for Pediatric Immunizations- <http://www.immunize.org/catg.d/p7010.pdf>

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### 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). <https://www.cdc.gov/vaccines/ed/courses.html>
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/rr5515a1.htm> ;  
[http://www.cdc.gov/mmwr/preview/mmwrhtml/rr6002a1.htm?s\\_cid=rr6002a1\\_e](http://www.cdc.gov/mmwr/preview/mmwrhtml/rr6002a1.htm?s_cid=rr6002a1_e)
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*:  
<https://www2a.cdc.gov/nip/isd/ycts/mod1/courses/genrec/ce.asp>

### Additional Immunization Resources Websites -

- North Carolina Immunization Branch: [www.immunize.nc.gov](http://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: <https://www.cdc.gov/vaccines/ed/index.html>
- 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>
- "The Vaccine Handbook: A Practical Guide for Clinicians" (The "Purple Book,"): <http://www.immunize.org/vaccine-handbook/>

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NAME: \_\_\_\_\_

	<b>Date:</b>	<b>Name of Continued Education:</b> (Workshop, In-service, Video, Webcast, Journal Article or MMRW update)	<b>Sponsored or Instructed By:</b>	<b>Type:</b> (In person, On-line, Webinar, Conference)	<b>Contact Hours:</b>	<b>CEU Hours:</b>
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**\*Please keep a roster for each staff member.**