



# KISS GUIDE TO VACCINE MANAGEMENT



## Plan of action template for cold chain risk management Instructions

April 2007

### About planning

The objective of planning is to identify potential cold chain problems and their causes that are most likely to impact on the practice/clinic before they occur. It involves considering whether the identified causes can be eliminated or their likelihood reduced, and whether the impact of the problem can be minimised should it occur. It also involves developing a management plan in the event that the problem occurs.

Practices/clinics can also use the planning framework to trouble-shoot arising cold chain problems and quality review problems that have occurred.

### About this template

As a guide to developing plans for preventing, minimising the impact and/or managing cold chain problems, a “Plan of action template for cold chain risk management” has been developed. Once completed, the plan of action can be incorporated into the practice/clinic policy and procedure documents.

It is recommended that a team approach be adopted in brainstorming and completing the plan of action and that plenty of detail is recorded, including allocating staff to particular tasks. It is also suggested that a template be allocated per topic (e.g. power failures, natural disasters, etc) and that the completed sheet is integrated into the practice/clinic policy and procedure documents for future reference.

The next page provides the plan of action template with a description of what should be recorded to assist practices/clinics in using it effectively.

### Helpful information sources

This template is part of **Education Module 2: Cold chain risk management** which includes examples of completed plans of action. Practices/clinics are encouraged to complete this Education Module to provide them with ideas and information about preventing and managing cold chain problems.

**Keep it Simple and Safe!**



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In developing and implementing vaccine management processes, practices/clinics should refer to the [National Vaccine Storage Guidelines: Strive for Five](#) and the current edition of [The Australian Immunisation Handbook](#) for best practice information.

QDGP and Queensland Health have developed other tools and resources including a policy and procedure template, vaccine management audit, question and answer document on choosing a purpose-built vaccine refrigerator and other education modules which can be found on [www.qdgp.org.au/vaccinemanagement](http://www.qdgp.org.au/vaccinemanagement).

## Assistance

For further information or assistance, please contact your local Division of General Practice or Population Health Unit. Relevant contact details can be found by visiting [www.qdgp.org.au/vaccinemanagement](http://www.qdgp.org.au/vaccinemanagement).

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# Plan of action template for cold chain risk management

Topic: \_\_\_\_\_

Date: \_\_\_\_\_

Plan developed by: \_\_\_\_\_

What are the potential problems and causes? (Consider factors both within and outside the direct control of the practice)

Problems	Causes

What types of strategies can be implemented to reduce the likelihood of the problem occurring?

Strategy and process to follow	Equipment required	Staff roles and responsibilities

What types of strategies can be implemented to reduce the impact of the problem should it occur?

Strategy and process to follow	Equipment required	Staff roles and responsibilities

What types of strategies can be implemented to manage the problem if it occurs?

Strategy and process to follow	Equipment required	Staff roles and responsibilities

How have the above strategies been implemented?

How have staff been trained or informed of the above strategies?

Any other comments or follow-up required?