



# KISS GUIDE TO VACCINE MANAGEMENT



## Orientation checklist for vaccine management

February 2007

Welcome to [name of practice/clinic]!

Immunisation is a service we take very seriously in our practice so we have a dedicated section in our orientation program for new clinical and non-clinical staff members who are responsible for some or all elements of vaccine management.

An experienced staff member in our practice will guide you through the following areas in our vaccine management orientation program:

- About vaccine management
- Key documents
- Who to ask for help

Feel free to ask questions during the orientation program as well as afterwards – it's often difficult to remember large amounts of new information when you start a job! We also encourage you to become familiar with the key documents listed (particularly the KISS Guide to Vaccine Management flipchart) as these will provide you with a good understanding of your role and responsibilities in vaccine management.

Best regards

[Name of practice/clinic]

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### About vaccine management

- About cold chain and why it is important
- Key staff members responsible for vaccine management
- Vaccine refrigerator and monitoring equipment
- Ordering vaccines
- Receiving vaccines
- Appropriate disposal of vaccines

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# KISS GUIDE TO VACCINE MANAGEMENT



- Packing the vaccine refrigerator
- Daily monitoring and recording of the vaccine refrigerator temperature
- Managing a power failure
- Action in the event of a cold chain breach
- Packing a portable cooler
- Maintenance of the vaccine refrigerator and monitoring equipment
- Vaccine management audit every 12 months

## Key documents and resources

- Our vaccine management policy and procedure document which is located [insert location of policy and procedure document]
- National Vaccine Storage Guidelines: Strive for Five which is located [insert location of guidelines such as the treatment room] and is available on [www.immunise.health.gov.au](http://www.immunise.health.gov.au)
- The Australian Immunisation Handbook which is located [insert location of handbook such as the nurses station] and is available on [www.immunise.health.gov.au](http://www.immunise.health.gov.au)
- KISS Guide to Vaccine Management flipchart which is located [insert location of guidelines such as the treatment room] and is available on [www.qdgp.org.au/vaccinemanagement](http://www.qdgp.org.au/vaccinemanagement)

## Who to ask for help

- Your local Division of General Practice
- Your local Population Health Unit
- Queensland Health Immunisation Program

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).

**Keep it Simple and Safe!**