

# JUVENILE COURT HEALTH SERVICES PHARMACY PROCEDURES

Subject: <b>Vaccine Inventory Control and Ordering</b>		Original Issue Date: 11/01/13 Supersedes:	Procedure # <b>046</b> Effective Date: 11/01/13
Departments Consulted:  DHS Pharmacy Affairs JCHS Department of Medicine JCHS Department of Nursing	Approved By:  (Signature on File) Pharmacy Supervisor  (Signature on File) Medical Director	Approved by:  (Signature on File) Health Services Administrator	

**Purpose:**

To ensure that vaccine orders are in accordance with actual vaccine needed and to avoid stockpiling or build-up of excess vaccine inventory.

**Policy:**

Designated staff at the juvenile halls and pharmacy shall adhere to the guidelines regarding proper ordering and inventory control of biologics (vaccines) to avoid overstocking and wastage of vaccines.

**Procedure:**

1. Ordering and receiving vaccine

- Order vaccines based on past usage and the number of vaccines currently in stock. Review vaccine usage logs for heavy volume months, i.e., flu season, back-to-school clinics. **DO NOT** overstock the refrigerator or freezer or place vaccines against the walls of the storage unit.
- Complete and submit the Vaccines for Children (VFC) Vaccine online order form on [www.eziz.org](http://www.eziz.org). Order according to the vaccine ordering schedule assigned by VFC, e.g., monthly, bi-monthly, quarterly, etc. Follow the instructions on the online application.
- Examine the contents of the vaccine shipment immediately upon receipt. Check the temperature monitor in the package as well as the ice packs to ensure the vaccine has not been exposed to high temperatures and the cold chain has been maintained. Determine if the shipment was delivered within 48 hours. If the temperature monitor indicates that the vaccines did not arrive within temperature ranges or it took longer than 48 hours for the vaccine to be delivered, store the vaccine in the refrigerator or freezer and contact Customer Support Services for further instructions. **Do not** attempt to return the vaccine to McKesson until you are given approval. Label the vaccine with a **“Do Not Use”** sign until the viability of the vaccine can be determined. Never reject a vaccine delivery.
- Verify the type of vaccine and number of doses received is the same as what is listed on the packing receipt. If there is a discrepancy in the order, store the vaccine in the refrigerator/freezer and **notify Customer Support Services**.

2. Return and Transfer of Vaccine cancelled

- Contact your Customer Support Services **before** returning/transferring vaccine. Do not attempt to return the vaccine on your own.

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Health Services Administrator's Initials:

- If you have vaccine that you cannot use or will expire within 90 days:
    - a) Contact Customer Support Services
    - b) Complete the "VFC Return and Transfer" form to transfer viable vaccines to another facility
  - If you have any expired or spoiled vaccine, remove it from stock and place in a bag or box labeled for return. **Do Not** dispose of the vaccine unless given prior approval by your LACIP.
  - Return expired and spoiled vaccine doses supplied by the VFC Program to the program's national vaccine distributor, McKesson Specialty.
    - a) Complete the "VFC Return and Transfer" form.
    - b) Contact Customer Support Services and send them a copy of the form.
    - c) Pack the vaccines in a box and clearly label the outside "Non-viable Vaccine Enclosed" and return to the address listed on the return form. Include a copy of the return form with the vaccine shipment.
    - d) Contact the VFC Program at 877-243-8832 to request a return label for the box and fax a copy of the return form to VFC at 877-329-9832.
3. Quality Assurance
- Train all clinic staff on the principles of vaccine storage and handling. In addition, provide a review of the vaccine storage and handling policies and procedures annually.
  - Complete the **Vaccine Storage & Handling Self-Assessment** monthly to ensure compliance with VFC vaccine storage and handling principles. To receive a copy of the Self-Assessment, contact Customer Support Services.
  - Complete a Vaccine Storage and Handling In-service provided by the Immunization Program. Contact the Nurse Consultant for dates and times.

Any questions or concerns regarding vaccine storage and handling issues should be forwarded to Customer Support Services for clarification.

***Los Angeles County Immunization Program***

***Customer Support Services (323) 869-8080***

***Clinical Support Services (213) 351-7800***