

Provider Training Requirements for the State Childhood Vaccine Program:

The goal of these required trainings is to assure staff know how to store and handle vaccines properly and meet the federal requirements for the Program. The guidance in this document shows how provider office staff can meet the training goals and complete the required training plan.

Who should be trained and how often is training required?

- The primary and back-up immunization coordinators should receive training on vaccine storage and handling and about the Program.
- The lead person responsible for maintaining the clinic's VFC Status Screening Policy and assuring all staff conduct VFC status screening according to the policy should receive training about screening and documenting a child's VFC status.
- They should be trained every year and when newly hired.

How can provider staff meet the training requirement?

1. ***If the provider has a provider compliance site visit:*** The site visit meets the training requirement. Be sure the primary and back-up coordinator and the person responsible for VFC Status Screening participate in the site visit as appropriate.
 - The primary vaccine coordinator should sign the site visit questionnaire (page 9)
 - The site visit reviewer should complete Page 10 (a check-list for training elements)
 1. Put the date of the site visit in the column titled, "completed," for each element. The site visit covers all of the items.
 2. List the names of staff members who attended the site visit (bottom of page 10)
 - Have the staff complete the training plan with their names and the site visit date.
2. ***If the provider is not getting a site visit:*** They may take an online training. Providers may take the CDC "You Call the Shots Vaccine Storage and Handling," training. It was available February 2013. The link is included below. The course availability was shared with LHJs on February 11, 2013. The primary and back-up coordinator and person responsible for VFC status screening must complete the training by the end of the year. After completing the training:
 - a. They should print the certificate of completion and keep it on hand for review at their next site visit.
 - b. They should complete the training plan, with their names and the date of the training.

Storage and Handling: <http://www2a.cdc.gov/nip/isd/ycts/mod1/courses/sh/ce.asp>

VFC Program: <http://www2a.cdc.gov/nip/isd/ycts/mod1/courses/vfc/ce.asp>

How will the Department verify that providers completed the training?

We will verify the training using the site visit documentation for those providers receiving site visits. We are using a web based confirmation form for providers who do not get site visits in 2013. Go to <http://tinyurl.com/dyp6opp> and make a declaration that training was completed and by whom.

If you have a disability and need this document in another format, please call 1-800-525-0127 (TDD/TTY 711).