Routine vaccine management plan

As a MnVFC provider, you are required to have a routine vaccine management plan that includes the date of review and the reviewer's name, title, and signature. The plan must be reviewed annually or more often as changes occur (e.g., vaccine coordinator and/or backup vaccine coordinator in new role).

The routine vaccine management plan must include:

- Name and contact information of the current vaccine coordinator and backup vaccine coordinator.
- Documentation of staff completing annual online training including the staff member's name and date of training.
- Proper vaccine storage and handling practices (e.g., temperature monitoring and vaccine storage).
- Vaccine shipping and receiving procedures.
- Vaccine ordering procedures.
- Inventory control (e.g., stock rotation).
- Protocol for responding to and reporting vaccine loss.
- Documentation of staff training on elements of the plan.
- Name, signature, and title or role of the person responsible for reviewing and implementing the content.
- Recorded review date within the last 12 months.

NEW: Plan for patients to receive any non-routine vaccines this site may not stock (i.e., COVID-19, mpox, PPSV23, RSV maternal):

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You can use this manual to fulfill the requirement for a routine vaccine management plan if:

- You have the appropriate individual certify that this manual will be implemented as your site's routine vaccine management plan.
- Your vaccine coordinator and backup vaccine coordinator sign and date the **Signature Page** certifying that they have read the manual.

This manual should be easily accessible, either printed or online.

By signing below, I certify that the 2027 MnVFC manual will be implemented as my site's routine vaccine management plan.

Vaccine coordinator

MnVFC PIN	
Site name	
Date reviewed	
Name (printed)	
Vaccine coordinator signature	