



# Responsibilities of a Vaccine Coordinator

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At a minimum, the VFC program requires providers to have a fully trained primary and backup coordinator. The primary coordinator must be physically on-site during most clinic days and is responsible for day-to-day operations of the VFC Program. An individual is not allowed to be a primary coordinator for more than one VFC location. The backup coordinator must be readily available to perform the same tasks whenever the primary is not present. If any responsibilities are delegated to another staff member, the primary coordinator must ensure adequate training occurs. Providers must report when coordinators change using the [Change of Information form](#). Once the form is submitted to the program, please make appropriate updates in WIR. New coordinators must complete the New Coordinator Training.

## New coordinator checklist

- Complete the [Change of Information form](#) and email it to [VFC@wisconsin.gov](mailto:VFC@wisconsin.gov).
- [Update the coordinator information in WIR](#).
- Complete the [New Coordinator Training \(PowerPoint slides\)](#).
- Review VFC Resource Guide for program requirements.

## Vaccine coordinator checklist

- Have a [Vaccine Management Plan](#). Update the plan annually or when a change occurs.
- Assess and document minimum and maximum temperatures daily along with date, time, and initials.
- Download and review temperature data, weekly is recommended, but at a minimum monthly.
- Ensure all digital data loggers have a current and valid certificate of calibration.
- Ensure the clinic has a back-up digital data logger (DDL) available.
- Respond immediately to [temperature excursions](#).
- Maintain storage unit setup, ensuring separation of private and public vaccine stock.
- [Manage vaccine inventory](#).
  - o Place vaccine orders in WIR.
  - o Accept vaccine orders in WIR upon arrival.
  - o Be present for vaccine deliveries.
  - o Maintain vaccine inventory in WIR.
  - o Rotate stock as needed.
  - o Maintain vaccine [borrowing records](#)
  - o [Return expired vaccine](#).
- Report all issues with vaccine deliveries within one hour.
- Complete annual re-enrollment and training.
- Maintain all VFC records for a minimum of three years.
- Understand VFC eligibility and ensure proper screening and documentation.
- Understand the clinic's VFC billing practices.

For further questions, contact your [Regional Rep/Site Monitor](#) or the VFC program at [VFC@wisconsin.gov](mailto:VFC@wisconsin.gov)