

Vaccine Coordinator Tasks

July 2026

Daily

- ☐ Review and audit the **Senso** monitoring node.
- ☐ Respond to immunization program emails or phone calls promptly
- ☐ Ensure newly received vaccines are
 - Checked against the packing slip
 - Stored immediately at the correct temperature

Monthly

- Complete vaccine inventory **reconciliation** in VIMS
- Account for all vaccines administered
- Document wasted vaccines
- Remove and account for expired vaccines
- Place vaccine order in VIMS during you assigned timeframe (Monthly/Bi-monthly/Quarterly)

Annually

- Complete the required VIEP **Annual Training**

January:

- Complete the provider **profile/enrollment** in VIMS
- Review and sign the updated **Vaccine Management Plan** (SOP)

July:

- Complete **Vaccine Choice** in VIMS

Ongoing

- Serve as the primary vaccine resource for your practice
- Relay important vaccine updates from the immunization program to the appropriate staff
- Notify immunization program if a vaccine coordinator leaves the practice or is on extended leave
- Ensure proper vaccine storage and handling practice
- Ensure your vaccines are organized, labeled appropriately, FIFO and stored according to program requirements.

