



# Hawaii VFC News

A PUBLICATION OF THE DEPARTMENT OF HEALTH'S IMMUNIZATION BRANCH

"Hawaii VFC News" is a quarterly publication distributed to all participating Vaccines for Children (VFC) providers. Its purpose is to address VFC-related issues, provide general immunization information, and keep you up-to-date with the latest program changes.

## Inside this Issue

- VAVRs
- VFC Vaccine Borrowing
- Have You HIR'd?  
Using HIR for Documenting  
Vaccine Administration
- Talk to the Doc  
Vaccine Administration  
Errors
- Education and Training  
You Call the Shots

## Vaccine Administration Visit Records (VAVRs)

Hawaii VFC providers are familiar with the Vaccine Administration Visit Record, or VAVR, as a way to document their patients' immunizations. The information captured on this form may be directly entered into the Hawaii Immunization Registry (HIR) by the provider.

The Hawaii VFC Program requires that providers complete and submit the VAVR information in order to account for the federally-funded vaccine. Entering this information in the HIR allows for accurate inventory and subsequent ordering for each provider and helps to ensure that providers are meeting federal documentation requirements (see *Have you HIR'd* on page 2). It also provides the data needed to track coverage rates within the state and help determine gaps or areas of need.

The VAVRs aren't intended to serve as a patient's only record of their immunization. It's very important that providers document the vaccine administration information into their patients' medical records. The HIR is a great tool for many things, but the most current, comprehensive and accurate immunization record for an individual patient is with that person's medical provider.

## VFC Vaccine Borrowing

VFC providers are expected to maintain adequate inventories of vaccine to administer to both privately insured and VFC-eligible children.

***Borrowing of vaccine between private and VFC vaccine inventories must be a rare, unplanned occurrence such as:***

- A lack of vaccine stock due to unexpected circumstances. (e.g. delay of shipment due to storm, carrier delays, etc.)
- Vaccine spoiled in-transit to provider

If providers borrow vaccine due to a rare, unplanned occurrence, the **VFC Vaccine Borrowing Form must be completed** and faxed to the VFC Program at (808) 586-8302. VFC providers should minimize or eliminate inadequate vaccine ordering as a reason to borrow vaccine. Ordering enough vaccine to have a 2 month supply on hand at all times is highly recommended. When ordering vaccine, apply this simple formula:

**(Doses administered since last order) x 2, minus current inventory = amount of doses to order**

Applying this formula would ensure an **adequate supply** for most facilities to last **2 months**. Keep in mind that vaccine orders usually arrive within 1-2 weeks so avoid placing last-minute or rush orders to minimize the risk that you will run out of vaccines.

Order more **frequent, smaller quantities** of vaccines to help prevent over-ordering and subsequent risk of expired, wasted vaccines. Over-ordering can lead to unnecessarily large volumes of vaccine being stored, increasing risk of losing a large quantity should vaccines be compromised (e.g., mechanical failure of the storage unit).

For further guidance on appropriate vaccine ordering to minimize or eliminate the need for borrowing between private and VFC stock, or help with completing the VFC Vaccine Borrowing Form, please contact VFC Field Reviewer Noel Jose at 586-8300 (Oahu) or 1-800-933-4832 (Neighbor Islands).



## Have you HIR'd ?



Have you HIR'd that the Hawaii Immunization Registry (HIR) is a great tool to record or capture **federal requirements** for documenting the vaccines administered to your patients?

The requirements are defined in the National Childhood Vaccine Injury Act enacted in 1986. The law applies to all routinely recommended childhood vaccines, regardless of the age of the patient receiving the vaccines. The only vaccines not included in this law are pneumococcal polysaccharide, zoster, and certain infrequently used vaccines, such as rabies and Japanese encephalitis.

**All of the following information must be documented in the patient's medical record** (paper or electronic) or on a permanent office log:

1. **Vaccine manufacturer**
2. **Lot number** of the vaccine
3. **Date** the vaccine is administered
4. **Name, office address, and title** of the healthcare provider administering the vaccine
5. **Vaccine Information Statement (VIS) edition date** located in the lower right corner on the back of the VIS. When administering combination vaccines, all applicable VISs should be given and the individual VIS edition dates recorded.
6. **Date the VIS is given** to the patient, parent, or guardian.

This federally required information should be both **permanent and accessible**.

Federal law does not require a parent, patient, or guardian to sign a consent form in order to receive a vaccination; providing them with the appropriate VIS(s) and answering their questions is sufficient under federal law.

Using HIR will increase productivity as well as decrease paperwork and space to store such paperwork.

For more information on how to participate with HIR, contact HIR's helpdesk at 586-4665 (Oahu), 1-888-447-1023 (toll free neighbor island) or [registryhelp@doh.hawaii.gov](mailto:registryhelp@doh.hawaii.gov).

Ronald G. Balajadia, MS  
Immunization Branch Chief

Danielle Vassalotti  
Editor

### DEPARTMENT OF HEALTH IMMUNIZATION BRANCH VFC PROGRAM

Telephone: (808) 586-8300 / Fax: (808) 586-8302  
Toll Free # for Neighbor Islands: 1-800-933-4832

## TALK TO THE DOC



**What should we do if we've made an error when administering a vaccine?**

**Examples of vaccine administration errors include:**

- Administering the wrong vaccine or the wrong dose
- Giving a vaccine before the minimum age or interval
- Administering the vaccine by the wrong route or at the wrong anatomic site
- Reconstituting a vaccine improperly
- Using expired or improperly handled vaccine

**If an error has occurred when administering a vaccine:**

- **Determine** if the dose administered in error may be counted as valid
- If dose is determined to be invalid:
  - ◊ **Notify the patient/parent** about the error
  - ◊ **Administer** the correct vaccine at the **appropriate interval**
- If a refrigerator/freezer temperature excursion has occurred, **contact** the Hawaii VFC Program and/or vaccine manufacturer
- **Document** the event and put procedures into place to **prevent** the error from happening again
- **Consider reporting** the error, even if no adverse event occurs post vaccination
  - ◊ **Vaccine Adverse Event Reporting System** (<https://vaers.hhs.gov/index>) - accepts reports of adverse events that occur after vaccination, including reports of vaccination errors.
  - ◊ **National Vaccine Error Reporting Program** - part of the Institute for Safe Medication Practices – created to allow healthcare professionals and patients to confidentially provide information about vaccine errors (<http://verp.ismp.org/>).

## Education and Training

CDC's **You Call the Shots** training courses are available on a variety of vaccine-specific topics. Visit <http://www.cdc.gov/vaccines/ed/youcalltheshots.htm> to access the trainings, then document your course completion and receive **CE credits** through the Training and Continuing Education Online website at <http://www2a.cdc.gov/TCEOnline/>.



### Contributors

- Noel Jose, RN, Field Reviewer
- Marcia M. Nagao, MD, MPH, Pediatrician
- Gail Ogawa, Public Health Educator
- James Wasa, Acting Registry Coordinator
- Heather Winfield-Smith, VFC Coordinator