

# National vaccine storage guidelines – APPENDIX 2 –

## Vaccine storage self-audit

A vaccine storage self-audit must be undertaken by immunisation service providers at least every 6 – 12 months or as required and documentation retained according to state or territory health department policy or medico-legal requirements. Self-audits must be carried out more frequently if there have been problems with equipment or cold chain breaches.

**Note:** Some vaccines have a shorter shelf-life than other vaccines and are more than likely received by the immunisation service providers with only 9-12-mths shelf-life left when received.

**Ensure newer expiry are placed to the back.**

### Self-auditing is important because:

- It is part of routine quality assurance and as part of risk management processes as issues are highlighted as soon as they occur.
- It enables staff to have confidence that they are providing a safe and effective vaccine.

Nominated person responsible for vaccine management: .....

Nominated back-up person for vaccine management: .....

Make and model of PBVR/s: .....

.....

Date of self-audit: .....

Person conducting audit: .....

### PROCEDURES

#### Checklist for safe vaccine handling and storage

- ☐ Have all staff received orientation and/or an annual update on vaccine management?
- ☐ Have vaccine management policies been reviewed in the past 12 months to ensure that procedures are up to date?

#### Date of last revision:

- ☐ Is graph/logbook/chart for temperature recording readily available?
- ☐ Is the temperature of the PBVR recorded twice a day when the facility is open?
- ☐ Are the contact numbers to report a cold chain breach easily accessible?
- ☐ Were all temperature excursions outside the +2°C to +8°C range documented and reported to the appropriate state or territory health department?

## EQUIPMENT

### Purpose-built vaccine refrigerator

- ☐ Has the PBVR shown evidence of malfunction (e.g. poor seals so that the door opens too easily)?
- ☐ Is there an appropriate gap between the vaccines and the walls of the PBVR?
- ☐ Can the PBVR continue to store the required volume of vaccines safely according to these guidelines? (this includes times of increased demand during the influenza season. If 'No,' what action is being taken? .....

Date PBVR was last serviced: .....

- ☐ If the PBVR has a solid door, is there a map or guide to where vaccines are stored located on the outside of the door?
- ☐ Does the power outlet have a sticker '**Do not turn off power or disconnect this refrigerator?**' Refer to Appendix 8 'Resource collection' to order this sticker from the Department of Health, Disability and Ageing website.

### Monitoring equipment

Date the minimum/maximum thermometer/s was purchased: .....

Date the battery for the minimum/maximum thermometer/s was last changed: .....

Date and results of thermometer accuracy check at 0°C: .....  
(see Section 4.6 'How to check the accuracy of a thermometer ('slush test')

- ☐ Is the minimum/maximum thermometer temperature probe/s placed correctly?

Date the data logger/s battery was last changed: .....

Date data logger/s was last serviced: .....

### Alternative vaccine storage

- ☐ Is there a readily accessible written procedure for what to do during a power failure?
- ☐ Is sufficient alternative storage (e.g. cooler, other monitored PBVR) available for vaccine storage, if necessary (e.g. vaccine PBVR breakdown or power failure)?
- ☐ Are ice packs/gel packs at the correct temperature available?
- ☐ Is appropriate equipment available to transport vaccines off-site if required e.g. minimum/maximum thermometer and ice/gel packs for each cooler?
- ☐ Is there enough insulating material e.g. bubble-wrap or polystyrene chips in the bottom of each cooler?