

Care Setting Process Improvement Tool : Vaccine storage and transportation

Functional Area: _____ Start Date: _____ Overall Auditors: _____

Module: Vaccine Storage and Transportation

Date: _____ Auditors: _____

Standard: Vaccines are stored and transported safely

Question Set: Vaccine Storage and Transportation - Policies and Procedures

Observation: 1

	Question	Guidance	Yes	No	N/A	Comment
1	Is there a procedure/policy for the storage and transport of vaccines available? (39, 109)	Check documentation.				
2	Is there a policy for remedial action if vaccines are stored outside of the manufactures recommended temperature ranges? (39, 109)	Check for documentation.				
3	Is an audit completed at least annually? (39, 109)	Check the last audit and review action plan.				
4	Is there a named individual who is responsible for receiving & storing vaccines? (39, 109)	Check who the person is.				
5	Is there a named deputy who is responsible for receiving & storing vaccines? (39, 109)	Check who the person is.				
6	Has staff attended training which includes guidelines and information on vaccine, storage and the maintenance of the cold chain? (39, 109)	Check training records.				

Question Set Comments/Recommendations for Vaccine Storage and Transportation - Policies and Procedures

Question Set: Vaccine Storage and Transportation - Receipt of Vaccines

Observation: 1

	Question	Guidance	Yes	No	N/A	Comment
1	Are all vaccines checked against the delivery note? (39, 109)	Check a recent delivery note.				
2	Are vaccines placed in a designated vaccine refrigerator on delivery? (39, 109)	Observe practice or ask member of staff to describe process.				
3	Are vaccine types, brands, quantities, batch numbers, expiry dates and date and time received recorded? (39, 109)	Check documentation.				

Care Setting Process Improvement Tool : Vaccine storage and transportation

Question Set Comments/Recommendations for Vaccine Storage and Transportation - Receipt of Vaccines

Question Set: Vaccine Storage and Transportation - Storage of Vaccines

Observation: 1

	Question	Guidance	Yes	No	N/A	Comment
1	Are the vaccines stored in a designated vaccine refrigerator which is fit for purpose and is not a domestic type? (39, 109)	Visually check.				
2	Does the refrigerator have an uninterrupted electrical supply? (39, 109)	Check the refrigerator is wired directly into the socket.				
3	Is the refrigerator situated away from a heat source and is air able to freely circulate around it? (39, 109)	Check the refrigerator is not next to a radiator.				
4	Are the contents evenly distributed within the refrigerator to allow air to circulate? (39, 109)	Check fridge contents.				
5	Is there no more than four weeks worth of vaccines? (39, 109)	Ask staff member average number of vaccines used each week.				
6	Is the refrigerator locked? (39, 109)	Visually check.				
7	Is the refrigerator located in an area with restricted public access? (39, 109)	Check the area is staff supervised.				
8	Are vaccines stored in their original packaging? (39, 109)	Check vaccines in fridge.				
9	Are vaccines in date? (39, 109)	Check a selection of vaccine expiry dates.				
10	Are vaccine stocks rotated and used according to date? (39, 109)	Check the dates at the front and back.				
11	Is the refrigerator serviced on a regular basis in line with manufacturer's instructions? (39, 109)	Check service report.				
12	Is the refrigerator checked, defrosted and cleaned monthly? (39, 109)	Check documentation and fridge for ice and cleanliness.				
13	Are the vaccines kept in an approved cool box with a maximum and minimum thermometer or in an alternative refrigerator while this refrigerator is being defrosted? (39, 109)	Observe practice or ask a member of staff to describe procedure.				

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Question Set: Vaccine Storage and Transportation - Storage of Vaccines

Observation: 1

	Question	Guidance	Yes	No	N/A	Comment
14	Are temperature checks performed and recorded each working day? (39, 109)	Check documentation.				
15	Is a maximum and minimum temperature thermometer being used? (39, 109)	Check thermometer.				
16	Are actual, minimum and maximum temperatures being recorded? (39, 109)	Check documentation.				
17	Is the minimum and maximum thermometer reset after being read? (39, 109)	Check thermometer.				
18	Are recorded temperatures within the acceptable range of 2 - 8 o C? (39, 109)	Check temperature monitoring record.				
19	Has the refrigerator an alarm which activates when its temperature exceeds 8 degrees C, or when it falls below 2 degrees C? (39, 109)	Check manufacturer's instructions.				
20	Is there a system in place for safe disposal of expired/surplus/damaged vaccines? (39, 109)	Ask staff member to describe process.				

Question Set Comments/Recommendations for Vaccine Storage and Transportation - Storage of Vaccines

Question Set: Vaccine Storage and Transportation - Transportation of Vaccines

Observation: 1

	Question	Guidance	Yes	No	N/A	Comment
1	Are vaccines only removed from the base refrigerator immediately before leaving for an external session? (39)	Observe practice or ask a member of staff to describe procedure.				
2	Are vaccines returned immediately to the base refrigerator after an external session? (39)	Observe practice or ask a member of staff to describe procedure.				
3	During transport, are vaccines wrapped in bubble wrap (or similar insulation material) and stored in a suitable approved cool box with a maximum and minimum thermometer with cool packs? (39)	The need for insulation material may vary check manufacturer's instructions for each cool box.				

Question Set Comments/Recommendations for Vaccine Storage and Transportation - Transportation of Vaccines

