

## APPENDIX 2:

# Vaccine storage self-audit

Immunisation service providers are required to use this checklist to carry out a self-audit at least once every 12 months, and more frequently if there have been problems with equipment or cold chain breaches. Documentation should be stored for future reference.

Print this checklist and use it as required.

### **Self-auditing is important because:**

- it is part of routine quality assurance and risk management processes
- it enables staff to have confidence that they are providing a safe and effective vaccine.

*Print or photocopy this page and keep it as a record of an audit.*

<b>Nominated person responsible for vaccine management</b>	
<b>Nominated back-up person for vaccine management</b>	
<b>Make and model of refrigerator</b>	
<b>Date of self-audit</b>	
<b>Person conducting audit</b>	

## 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 vaccine refrigerator recorded twice a day when the facility is open?
- Are the contact numbers to report a cold chain breach easily accessible?
- Were all deviations outside the +2°C to +8°C range reported to the appropriate state or territory health department?
- Have the responses to all deviations outside the +2°C to +8°C range been documented and recommended actions taken?

## Equipment

### Vaccine refrigerator

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

Date refrigerator was last serviced

- If the refrigerator has a solid door, is a map or guide to where vaccines are stored located on the outside of the door?
- Does the power outlet have a sign 'Do not turn off or disconnect this refrigerator'?

### Monitoring equipment

<b>Date the minimum/maximum thermometer(s) was purchased</b>	
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<b>Date the battery for the minimum/maximum thermometer(s) was last changed</b>	
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<b>Date and results of thermometer accuracy check at 0°C</b> <i>See <a href="#">Strive for 5 Section 4.4</a> 'How to check the accuracy of a thermometer ('slush test')'</i>	
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- Is the minimum/maximum thermometer temperature probe(s) placed correctly?

<b>Date the data logger(s) battery was last changed</b>	
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<b>Date data logger(s) was last serviced</b>	
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### Alternative vaccine storage

- Is there a readily accessible written procedure for what to do during a power failure?
- Is enough alternative storage (eg cooler, other monitored refrigerator) available for vaccine storage, if necessary (eg vaccine refrigerator breakdown or power failure)?
- Are ice packs/gel packs at the correct temperature available?
- Is there one minimum/maximum thermometer for each cooler?
- Is there enough insulating material for each cooler?