



Ambulatory Clinic Policy and Procedure

Title: VACCINE ADMINISTRATION	Policy Number: EP 7.11
Regulation Reference:	Effective Date: 12/2018

Policy Statement:

Vaccines will be provided to patients by Texas Tech University Health Sciences Center – El Paso (TTUHSC El Paso) Clinics following Centers for Disease Control and Prevention (CDC) guidelines and using consent forms provided by Texas Department of State Health Services or CDC. Current Vaccine Information Statements (VIS) for each vaccine to be administered will be provided to patients prior to the vaccine being administered.

Scope and Distribution:

This policy applies to and will be carried out by all Texas Tech Physicians of El Paso clinics.

Procedure:

1. Nurse managers or senior nursing staff members will collaborate with the clinic medical director to decide which vaccines will be available in the clinic for administration to patients.
2. Appropriate refrigerated storage will be available in the clinic prior to any vaccine being shipped. All storage guidelines will be understood and followed using “Vaccine Storage and Handling Recommendations and Guidelines” found at <http://www.cdc.gov/vaccines/recs/storage/default.htm>. Refrigerator temperature logs will be kept and documented accurately and retained by the clinic for a minimum of 3 years.
3. Protocols for vaccine administration will be reviewed yearly and signed by the clinic medical director. These protocols will be immediately available to any staff member who administers vaccines. If protocols are not available health care provider’s orders will be followed.
4. Consent of patient/parent/guardian will be obtained prior to any vaccine administration after the VIS has been reviewed by the patient/parent/guardian and questions have been answered.
5. Review of the “Vaccine Administration” information attached to this policy is advised for anyone administering vaccines. Valuable information regarding administration, sites, needle size, and technique, etc can be found in this packet of information noted to be “Chapter 6” from the CDC website.
6. Precautions must always be considered when vaccine administration is undertaken, such as patient allergy to the carrier protein such as eggs, previous reaction to



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vaccines, allergic reaction in general, etc. Review the VIS for each vaccine to be administered with the patient regarding allergies or prior reactions.

7. Vaccines will be documented in the patient record by the person administering the vaccine noting: Vaccine administered, name & title of provider administering, date of administration, manufacturer & lot number, VIS Publication date & date provided, site & route of administration. Use of Texas Department of State Health Services consent makes documentation easy and complete.
8. Use of current VIS & consent (noted as “addendum”) at the Texas Department of State Health Services web address:
<http://www.dshs.state.tx.us/immunize/literature/litlist.shtm> is encouraged.

Attachment: "Chapter 6" – Vaccine Administration from CDC vaccines Pinkbook..
“Administering Vaccines: dose, route, site, and needle size” -
Administering vaccines from Immunization Action Coalition
www.immunize.org/catg.d/p3085.pdf

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