

EXAMPLE OF A STAFF COLD CHAIN ORIENTATION GUIDE/CHECKLIST FOR NEW STAFF

All clinical staff who offer immunisation services at [name of practice](#) are required to demonstrate an understanding of cold chain management and complete this orientation process.

All immunisation staff must:

Read and be able to describe where to locate:

- The *National Standards for Vaccine Storage and Transportation for Immunisation Providers 2017*
- Section 2.1.1 *Cold chain management* in the current *Immunisation Handbook*
- The [name of practice](#) *Cold Chain Management Policy*
- The provider's cold chain resource folder (if available)
- Who to seek further cold chain advice from

Be able to describe and demonstrate to their practice peer:

Vaccine ordering, receipt and storage

- Demonstrate the ability to calculate the number of vaccines required for each ordering period according to the practice population needs.
- Demonstrate the ability to accurately complete the vaccine order form/s (either on line or manually depending on the provider's process) and describe where and when to send it.
- Demonstrate the process for receiving vaccines.
- Describe the action required when a logger/temperature monitoring device arrives with a vaccine order.
- Demonstrate effective vaccine stock rotation and storage principles.

Temperature monitoring

- Describe importance of daily minimum/maximum refrigerator temperature monitoring.
- Demonstrate accurate reading and recording of daily minimum/maximum refrigerator temperatures.
- Demonstrate how to reset the digital refrigerator display/monitoring device.
- Describe the importance of weekly data logger downloading and review of recorded temperatures.
- Demonstrate correct and effective use of temperature logging hardware and software.
- Describe how to identify a cold chain breach and the action required when the temperature recordings of the refrigerator are outside the +2°C to +8°C range and/or during a cold chain equipment failure.

Operation of cold chain equipment

- Describe where to seek additional instructions and advice regarding cold chain equipment.
- Describe circumstances where alternative cold chain storage equipment may be required, i.e. a chilly bin.
- Demonstrate correct packing of a chilly bin and monitoring of vaccines when vaccines are required to be stored outside of the provider's refrigerator, e.g. in the case of cold chain equipment failure and/or power outage, or vaccinating at off-site clinics.

Initial cold chain orientation

Cold chain lead:	_____	Date:	_____
Staff member:	_____	Date:	_____
Refresher date:	_____	Signatures:	_____
Refresher date:	_____	Signatures:	_____
Refresher date:	_____	Signatures:	_____