



Health

Public Health and Primary Health Care Division
Communicable Disease Control
4th Floor, 300 Carlton St, Winnipeg, MB R3B 3M9
T 204 788-6721 F 204 948-2040
www.manitoba.ca

January 24, 2012

Dear Colleague:

Re: Change of Provincial Vaccine Warehouse and Immunization Provider Information Update

As of April 1, 2012, Manitoba Health's Provincial Vaccine Warehouse will be re-located to a new distribution center.

Please find attached a copy of the Immunization Provider Information Update Form. To ensure that your information is inputted into the new system and to prevent delays in receiving orders after April 1, 2012 Manitoba Health requires the form to be completed and returned by fax to (204) 948-2040. **Please ensure it is returned it by March 1, 2012.**

In addition, find attached a Checklist for Storage of Immunizing Agents and Biologics. Please review and complete this checklist to ensure that your office is following proper Cold Chain Management Procedures. For more information on Cold Chain Management refer to the Manitoba Health Cold Chain Protocol located at:
<http://www.gov.mb.ca/health/publichealth/cdc/coldchain.html>

No orders will be accepted during the period of March 16 – 31, 2012 unless for emergency products. The new Provincial Vaccine Warehouse will begin taking orders for vaccines and biologics as of April 1, 2012. Please ensure that your March order allows you to have sufficient supply on hand to last your office through to the beginning of April 2012.

Further communications will be sent to provide you additional information on the updated ordering procedures, forms and contact information.

We appreciate your cooperation and patience during this transition period. If you have any further questions regarding this matter, please contact the Inventory Administrative Officer at (204) 788-6721 or Kristy.Boyko@gov.mb.ca.

Sincerely,

“Original Signed By”

Kristy Boyko
Inventory Administrative Officer
Communicable Disease Control



Manitoba Health
Communicable Disease Control

IMMUNIZATION PROVIDER INFORMATION UPDATE FORM

Type of Practice Setting (please check one):

- | | | |
|---|---|---|
| <input type="checkbox"/> Medical Clinic | <input type="checkbox"/> Public Health | <input type="checkbox"/> First Nations |
| <input type="checkbox"/> Hospital/Hospital Pharmacy | <input type="checkbox"/> Personal Care Home | <input type="checkbox"/> Private Nursing Agency |
| <input type="checkbox"/> Occupational Health | <input type="checkbox"/> Travel Health Clinic | |
| <input type="checkbox"/> Other – describe _____ | | |

Health Region (please check one):

- | | | |
|--------------------------------------|--|--|
| <input type="checkbox"/> Assiniboine | <input type="checkbox"/> Brandon | <input type="checkbox"/> Burntwood |
| <input type="checkbox"/> Central | <input type="checkbox"/> Churchill | <input type="checkbox"/> First Nations Inuit Health (FNIH) |
| <input type="checkbox"/> Interlake | <input type="checkbox"/> Nor-Man | <input type="checkbox"/> North Eastman |
| <input type="checkbox"/> Parkland | <input type="checkbox"/> South Eastman | <input type="checkbox"/> WRHA |

Facility Information:

Facility Name		Number of Physicians practicing in this Facility
Names of Physician(s) practicing in this Facility (if applicable) (If you run out of space please provide separate sheet)		
Address	City	Postal Code

Contact Information (Office Vaccine Coordinator / Contact Person):

Name	E-Mail Address
Phone Number	Fax Number

Please fax completed form to:
Inventory Administrative Officer
Communicable Disease Control
Fax: (204) 948-2040

Worksheet 1: Checklist for Storage of Immunizing Agents and Biologics

Personnel	<input type="checkbox"/> We have one designated person to be “in charge” of immunizing agents and biologics. <input type="checkbox"/> We have designated a back up person. <input type="checkbox"/> We train all staff who handle immunizing agents and biologics about the storage and handling requirements.
Equipment	<input type="checkbox"/> Our immunizing agents and biologics fridge is: <ul style="list-style-type: none"> <input type="checkbox"/> Purpose built (lab style) <input type="checkbox"/> Domestic (freezer compartment has a separate external door) <input type="checkbox"/> The fridge temperature is maintained at 2-8 degrees Celsius. <input type="checkbox"/> When the temperature is out of range we take corrective action. <input type="checkbox"/> We know who to call if the fridge temperature is out of range. <input type="checkbox"/> We have DO NOT UNPLUG and Warning notices next to the refrigerator’s electrical outlet and at the circuit breakers.
Temperature	<input type="checkbox"/> We check the fridge temperature twice daily and document it on a temperature log. <input type="checkbox"/> We store extra bottles of water and gel packs in the unused portions of the fridge (door, crispers). <input type="checkbox"/> We keep ice packs in the freezer.
Storage and Handling	<input type="checkbox"/> We only store immunizing agents and biologics in the refrigerator and not food, beverages or lab specimens. <input type="checkbox"/> When we receive product it is immediately placed in the refrigerator and follow all included delivery instructions. <input type="checkbox"/> We store the immunizing agents and biologics in the middle shelves of the fridge. <input type="checkbox"/> We never store product in the door or the bottom (drawers) of the fridge. <input type="checkbox"/> There is a sign/magnet on the door showing how the vaccine refrigerator should be organized. <input type="checkbox"/> We check to make sure that the door is properly closed and sealed every time after opening.
Inventory Management	<input type="checkbox"/> We check stock expiration date and use those that will expire soonest first. <input type="checkbox"/> We rotate supply (newest stock is placed behind stock with the shortest expiry date). <input type="checkbox"/> We use an inventory log.
Protocols/Guidelines	<input type="checkbox"/> We have protocols/guidelines for the storage and handling of immunizing agents and biologics.