



**HEALTH DEPARTMENT**  
Caring today for a healthy tomorrow



## KENT COUNTY HEALTH DEPARTMENT

700 Fuller Avenue, Grand Rapids, MI 49503

Phone: 616-632-7100, Fax: 632-7299

[https://www.accesskent.com/Health/health\\_department.htm](https://www.accesskent.com/Health/health_department.htm)

### Immunization Orientation

Well trained immunization program staff will ensure that standards are followed for storage and handling, immunization preparation and administration, documentation, and client education. Does your office have a standard practice for training new staff? Here are some ideas to implement an immunization orientation program or enhance one you already utilize. An orientation checklist will ensure all areas are covered and allows new staff to follow their progress.

### Immunization Schedules

Each new employee should have the current year schedules along with the footnotes. There is no substitute for memorization. Pink Book, Appendix A can be used for recommended ages and intervals, antibody-live vaccine interval table, summaries, and guides to contraindications and precautions.

### Pink Book

- Basic information should be read and understood:
- Chapter 1, Principles of Vaccination
- Chapter 2, General Recommendations
- Chapter 3, Immunization Strategies/Standards of Care
- Chapter 4, Vaccine Safety
- Chapter 6, Vaccine Administration
- Appendix B, Vaccines

### Vaccines

- Vaccine Acronyms:  
<https://www.cdc.gov/vaccines/acip/committee/guidance/vac-abbrev.html>
- Review of each vaccine: Use Pink book or VIS for brief explanation

# TIPS

Timely Immunization Practice  
Strategies

**MCIR Region 2 Website:**

<http://r2mcir.org/>

**MCIR Help Desk:**

1-888-217-3901

Or

[Mcirhelp@kalcounty.com](mailto:Mcirhelp@kalcounty.com)

Fax: (269) 373-5079

*Please check the site frequently for VIM updates and other important MCIR information.*

**KCHD Immunization Program  
Contact Information:**

**Supervisor, Mary Wisinski:**

[Mary.Wisinski@kentcountymi.gov](mailto:Mary.Wisinski@kentcountymi.gov)

Phone: 632-7005, Fax: 632-7299

**Nurse, Michele Anderson:**

[Michele.Anderson@kentcountymi.gov](mailto:Michele.Anderson@kentcountymi.gov)

Phone: 632-7009, Fax: 632-7299

**Nurse, Melissa Cottle:**

[Melissa.Cottle@kentcountymi.gov](mailto:Melissa.Cottle@kentcountymi.gov)

Phone: 632-7006, Fax: 632-7299

**Immunization Clerk,**

**Amanda Livingston:**

[Amanda.Livingston@kentcountymi.gov](mailto:Amanda.Livingston@kentcountymi.gov)

Phone: 632-7007, Fax: 632-7299

**MCIR Reminder/Recall  
MCIR Program Coordinator, John  
Harwood:**

[irharw@kalcounty.com](mailto:irharw@kalcounty.com)

Phone: (269)373-5240,



## Vaccine Information Statements

- Ordering VIS
- Pink Book, Appendix C, VIS
- VIS in Michigan
- English vs. Foreign Versions



## Vaccine Programs

- **Private Pay:** What insurances you bill, eligibility, etc.
- **VFC:** [www.michigan.gov/vfc](http://www.michigan.gov/vfc) for chapters in the resource book
- **MI-AVP:** the resource book. Use to teach how to implement in your office or how to refer to the LHD.

## MCIR

- Obtaining access
- Performing Searches: Basic and Wildcard  
[https://www.mcir.org/wp-content/uploads/2014/09/How to Use the Wildcard Search.pdf](https://www.mcir.org/wp-content/uploads/2014/09/How%20to%20Use%20the%20Wildcard%20Search.pdf)
- Evaluating and Printing MCIR Records
- Identifying and Printing Duplicates
- Direct Data Entry
- MCIR Modification Forms: <http://www.r2mcir.org/trainingresources.html#forms>
- Opting out of MCIR
- MCIR/SIRS: not an official record

## Immunization Records

- MDHHS Official Records
- Official Records from physician's offices or other states

## Documentation

- EMR Access
- EMR Charting
- Required Elements of Documentation: <https://www.gpo.gov/fdsys/pkg/USCODE-2010-title42/pdf/USCODE-2010-title42-chap6A-subchapXIX-part2-subpartc-sec300aa-25.pdf>
- MCIR Records
- Office paper records

## Fees

- Current fee list
- VFC vaccines and administration fees

## Emergency Procedures

- Management of Adverse Reactions
- Location of Emergency Equipment

## Unusual Occurrences

- VAERS-Pink Book, Appendix D
- Screening Clients
- Contraindications: general for all vaccines, general for live vaccines, specific for individual vaccines
- Precautions
- Latex Allergy
- Vaccine Ingredients-Pink Book, Appendix B



## Resources for Vaccine Conversations

[www.aimtoolkit.org](http://www.aimtoolkit.org)

<https://www.cdc.gov/vaccines/hcp/conversations/index.html>

## Vaccine Preparation and Administration

- Preparing and administering vaccines at [www.eziz.org](http://www.eziz.org)
- DVD at [www.immunize.org- http://www.immunize.org/shop/popup/iztechdvd.asp](http://www.immunize.org-shop/popup/iztechdvd.asp)
- <http://www.immunize.org/clinic/administering-vaccines.asp>
- Information on type of syringes used at office

## Overall Evaluation

- **Skills checklist:** <http://www.immunize.org/catg.d/p7010.pdf>

## Vaccine Management

- **Checklist from IAC:** <http://www.immunize.org/catg.d/p3035.pdf>
- **CDC Storage and Handling Toolkit:** <https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/storage-handling-toolkit.pdf>
- **Temperature Excursions:** <https://www.cdc.gov/vaccines/hcp/admin/storage/downloads/temperature-excursion-508.pdf>
- **Packing Vaccines for Emergency Transport:** <https://www.cdc.gov/vaccines/hcp/admin/storage/downloads/emergency-transport.pdf>
- Using the temperature monitoring system
- Temperature recording requirements
- **Inventory:** vaccine inventory management materials found at [www.r2mcir.org](http://www.r2mcir.org)
- Office policies for accepting and storing vaccine

## Resources

- Office Immunization Protocols
- [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines)
- [www.michigan.gov/immunize](http://www.michigan.gov/immunize)
- [www.r2mcir.org](http://www.r2mcir.org)
- At a Glance Resource Guide: <https://www.cdc.gov/vaccines/hcp/admin/downloads/vacc-admin-storage-guide.pdf>
- [www.vaccine.chop.edu](http://www.vaccine.chop.edu)
- [www.aimtoolkit.org](http://www.aimtoolkit.org)
- You Call the Shots online training modules: [www.cdc.gov/vaccines/ed/youcalltheshots.html](http://www.cdc.gov/vaccines/ed/youcalltheshots.html)



The following **FREE** Immunization Nurse/Physician Peer Educator Programs are available upon request:

**Immunization Updates for Office Staff:**

**Immunization Program Supervisor/Nurse,  
Mary Wisinski**

Mary.Wisinski@kentcountymi.gov

Phone: 632-7005, Fax: 632-7299

**Nurse, Michele Anderson**

Michele.Anderson@kentcountymi.gov

Phone: 632-7009, Fax: 632-7299

**Nurse, Melissa Cottle**

Melissa.Cottle@kentcountymi.gov

Phone: 632-7006, Fax: 632-7299

**Immunization Assessment of Your Practice  
(AFIX):**

**Stephanie Sanchez**

Sanchezs@michigan.gov

Phone: (517) 335-9011

**Hepatitis A-E:**

**Pat Fineis**

Fineisp@michigan.gov

Phone: (800) 964-4487 or (517) 335-9443

**Physician Peer Education:**

**Connie DeMars**

demars@anr.msu.edu

Phone: (517) 432-5620

**Kathy Dykman**

Phone: (517) 353-6674



**The Kent County Health Department is closed on**

**July 4<sup>th</sup>**

**September 3<sup>rd</sup>**

**November 12<sup>th</sup>, 22<sup>nd</sup>, and 23<sup>rd</sup>**

**December 24<sup>th</sup> and 25<sup>th</sup>**

**Vaccine orders WILL NOT be processed on these holidays and vaccines will not ship as quickly around the holidays.**