

Routine and Emergency Vaccine Management Plan (REVMP)

Completion Checklist

The following checklist is designed to assist you in completing the REVMP for approval. **All areas must be completed. (I.e., Check boxes as applicable, all information boxes, signatures). Failure to complete all areas will result in REVMP rejection and a delayed approval.**

- ☐ STAFF ROLES AND CONTACT INFORMATION
 - Complete contact information
 - List staff and roles. Include contact information
- ☐ COVID-19 REQUIRED TRAINING LOG
 - List designated vaccine management personnel and have them sign and acknowledge that they have completed required training.
 - Primary and Back-up Vaccine Coordinators must complete CDC's 4 COVID-19 Vaccine Training Modules
- ☐ KEY DUTIES, EQUIPMENT, INVENTORY MANAGEMENT (PAGES 3-7)
 - Review and acknowledge the following requirements by checking the box next to each item
 - Mark "NA" by the duty if it does not apply to your organization
- ☐ VACCINE FINDER
 - Define your process for submitting COVID-19 inventory to Vaccine Finder daily
- ☐ VACCINE STORAGE UNIT INFORMATION
 - Complete all information boxes
- ☐ DIGITAL DATA LOGGER AND CALIBRATION INFORMATION
 - Complete all information boxes
- ☐ USEFUL EMERGENCY NUMBERS AND CONTACTS
 - Complete all information boxes
 - List all emergency contacts in order of contact
- ☐ GENERATOR AND ALTERNATE VACCINE STORAGE LOCATIONS
 - Identify if the location has a generator and its location
 - **Two alternate storage locations are required if you do not have a generator and cannot be private residences.**

- Ensure alternate storage locations must have vaccine storage units and continuous temperature monitoring equipment that follows requirements outlined by VPDIP and the CDC Storage and Handling Tool.



GENERATOR TESTING

- If you have a generator and no back-up locations, ensure the generator is tested quarterly and serviced once a year.
- Record the last date that the generator was tested and serviced.
- Sign and date each time this occurs during the year. The REVMP does not need to be re-submitted each time the generator is tested or serviced, but it will be reviewed during routine and drop-in site visits.



OTHER USEFUL EMERGENCY INFORMATION (PAGES 13 -14)

- Complete all information boxes



ACKNOWLEDGE AND SIGNATURE LOG

- Complete all information boxes



SUBMISSION OF PLAN

- Prior to submission, ensure **all information and check boxes have been completed** accordingly.
- Ensure all information matches the profile information submitted on your application. (I.e., storage unit make and models, DDL make, model, and calibration dates, primary and secondary coordinators)
- Upload REVMP to your RedCap Provider Profile in the supplemental documentation area.
- Email vaccine.storage@tn.gov to notify of completed upload. The plan will be review and any needed changes will be communicated.
- If you are unable to upload the document you may submit it to vaccine.onboarding@tn.gov or vaccine.storage@tn.gov