

**Subject:** Administering NCIP Vaccine Offsite

**Effective:** May 1, 2011

Local health department (LHD) providers may administer NCIP vaccine offsite, without requesting permission from the Branch, as long as the following conditions are met:

- Vaccines must be transported properly to the offsite location and held at proper temperatures while offsite—see the NCIP website for more detailed procedural information : <http://bit.ly/VaccineTransport>
- Frozen vaccines (MMR and those containing varicella) may only be taken offsite with a portable freezer unit that meets Branch storage and handling guidelines;
- Vaccines taken offsite must be returned to the provider's permanent approved storage unit by the end of the day that the vaccine was taken offsite;
- Only patients 0 through 18 years of age may be administered vaccines in an offsite setting; influenza vaccine may be administered to adults offsite if the current seasonal influenza coverage criteria includes persons over 18 years of age;
- Vaccines administered must be reported via the NCIR; and
- Vaccines must be administered according to current coverage criteria.

Facilities *other than local health departments* must have permission from the Branch Head to hold offsite clinics and must follow the criteria above once permission is granted. If the facility is not using the NCIR, Vaccine Administered Logs (VALs) must be completed by the provider in order to account for the vaccine.



Approved by

April 26, 2011

Date

