

Role and Responsibilities of Medical Officer in-charge Of Cold Chain Point

1. Provide technical guidance to the concerned staff on vaccine & cold chain management
2. Conduct periodical evaluation of cold chain for the purposes of repair and replacement.
3. Ensure adequate vaccine and logistics availability for immunization session sites.
4. Ensure effective distribution of vaccines and using alternative vaccine delivery system (AVDS)
5. Undertake regular review of temperature monitoring records and take appropriate actions.
6. Ensure monthly stock and wastage reviews
7. Designate an alternate VCCH and ensure training for VCCH
8. Facilitate smooth transition between VCCHs in case of transfer or retirement
9. Undertake field visits to session sites and vaccine stores (wherever applicable) to provide supportive supervision to health care workers for maintenance of proper cold chain for vaccines.
10. Ensure logistics management, waste disposal practices, timely intimation of equipment break down to the concerned CCT for repair and maintenance and regular updating through NCCMIS.
11. To provide feedback/refresher trainings to workers on issues related to cold chain & vaccine logistics especially during review meetings.

Job Responsibilities of Cold Chain Technician

He/she is responsible to maintain the Cold Chain equipment at district level within the prescribed Response Time & Break down Time along with the Preventive Maintenance Plan ,Plan for District level inventory of Cold Chain, spare part arrangement, practical training to Cold Chain Handlers and 10 to 12 days tour with night halt at PHC level for Cold Chain maintenance .

1. The Cold Chain Technician is placed at the office of Addl. CM&HO (FW)/DIO of their concerned district, who is trained
2. As per the GoI guideline the Sickness rate of the equipments should be less than 2% at any point of time.
3. The Breakdown Time & Response Time of the Cold Chain equipments should be monitored at district level by the Cold Chain Technicians.
4. The Response Time should be 48 hours in plain and 72 hours in hilly terrain.
5. The Breakdown Time for major repair should be less than 15 days in plain and 21 days in hilly terrain.
6. Plan for Preventive maintenance to be prepared in advance & submitted to the authority, where as he/she has to cover at least 15 ILR points in a month apart from attending the emergency and major break down cases.
7. The Generators at WIC level should be in working order with Auto Start functioning.
8. All ILRs & DFs are to be connected with Voltage Stabilizers.
9. The condemned equipments should be disposed off/auctioned immediately at district level
10. The funds for Cold Chain maintenance should be utilized and utilization certificate with statement of expenditure must be submitted in time.
11. The status of Cold chain equipments should be reviewed at district level in monthly meeting and follow up action to be taken.
12. The Status of Cold Chain should be updated in NCCMIS regularly.
13. The system of proper record keeping of Cold Chain equipments to be computerized at district level with the help of Immunization Computer Assistant
14. Preventative maintenance plan to be adopted under which advance tour programme, supportive supervision, planning, monitoring, replacement of CFC equipment to Non-CFC, WIC Check list, ILR/ DF Check list, Defrosting and maintenance of ILR points every month, temperature recording, maintenance of Cold Box, Vaccine Carrier are included.
15. Planning for emergency need to be prepared under which break down of equipment, contingency plan, alternate storage arrangement, managing logistics are included.
16. Annual inventory of Cold Chain equipments to be done at district level.
17. Monitoring Sickness Rate of WIC, WIF, ILR, DF etc.
18. Record & report should include the Service report, work register, delivery challan and spare parts details etc.
19. Freezing of T Series vaccine & status of VVM not usable should never be found in ILR points at any point of time.
20. Perfect electric connection at all ILR point.
21. Major repair like compressor replacement, gas filing can be done at district HQ & minor repair like replacement of spare parts, electrical faults should be rectified at the spot/ILR point.

Source: 1. MO/VCCH Handbook 2016 NCCVMRC, MoHFW, New Delhi
2. Imm. Handbook for Health Workers, MoHFW, New Delhi

22. Monthly report should be send to the Directorate in time regularly for better cold chain management.
23. Indenting of spare parts with code number & specification of ILR, DF needs to be submitted as per actual requirement in advance to the State.

Job responsibilities of Vaccine & Cold Chain Handler

1. Maintain accurate stock records, periodic submission of supply requisitions and safe storage of vaccine.
2. Ensure documentation and reporting of all vaccine and cold chain data including vaccine wastage. Assist in drafting of Monthly and annual progress report.
3. Assist MO I/C to conduct periodic program reviews and undertake action on operational procedures specifically in areas of cold chain and logistics affecting the implementation and management of the UIP.
4. Assist MO to develop micro plan including vaccine forecast for adequate & timely supply of vaccines & logistics through alternate vaccine delivery mechanism.
5. Distribution of vaccines to session sites as per microplan
6. To undertake basic maintenance of cold chain equipment, vaccine & logistics management (goods clearance, elimination of overstocking and stock outs of vaccine) and injection safety including proper waste disposal.
7. Recording of temperature in the Temperature record Book daily as per GoI Guideline.
8. Identification and reporting of emergency situation and implement contingency plan for cold chain maintenance of the vaccines in the facility.
9. Support the Cold Chain Technician in regular maintenance of cold chain equipment.
10. Any other immunization related work as specified by Medical Officer.

Responsibilities of the ANM in Immunization Program

- Should be well versed with the National Immunization Schedule.
- Immunized all children according to the National Immunization Schedule Planning for Immunization
- Enumerate all mothers and Children in the villages.
- Prepare Sub centre session plan and work plan.
- Estimate requirement of Vaccines and AD syringes.
- Arrange supplies and equipment for the session.
- Attend village health day with logistics.
- Inform MO PHC for visiting the AWC on village health day.
- During home visits, motivate family members for accepting immunization services.

Maintaining Cold chain at immunization site:

- Ensure that vaccines are brought in a vaccine carrier with frozen ice packs.
- Ensure vaccine carriers are kept in shade and are not opened frequently.
- Check the VVM of the OPV vials before use.
- Check the T-Series and Hep-B vaccines are not frozen.
- Ensure that vaccine vials are not floating in water and that labels are intact.

Conducting the immunization session:

- Set up immunization work area to minimize risk of injury.
- Verify the immunization record and age of the child.
- Explain guardians about the vaccine to be given and the route.
- Facilitate correct positioning of the child for immunization
- Administer the vaccines by using the correct technique. Injection safety
- Use sterile syringe and needle for each injection.
- Collect the used needle and syringes for safe disposal as per guidelines.

Recording and tracking of drop outs, left outs & resistance:

- Prepare a list of dropouts for sharing with AWW and ASHA
- Record all immunization in a tally sheet, immunization cards, immunization register.
- Keep the counter foil of the immunization card with her for tracking of dropouts.
- Maintain immunization coverage monitoring chart at the sub centre.
- Write next date for immunization in the card and communicate to guardians

Adverse events following immunizations:

- Take steps to prevent common programmatic errors to prevent AEFIs.
- Educate guardians about reporting of any AEFI.
- Report all AEFIs.

Surveillance of Vaccine Preventable Diseases (VPDs) :

- Report all suspected cases of TB, Diphtheria, Pertussis, Neonatal Tetanus, Measles and AFP to Medical Officer.

Pulse Polio:

- Prepare micro plan with the help of LHV and AWW.
 - Work as Vaccinator / Supervisor during pulse polio days.
 - Inform community for Pulse Polio day.
 - Coordinate with school teachers, Panchayat members, Mahila mandals for mobilization of children and establishment of booths and display of IEC materials.
- Perform any other job assigned by medical officer or higher authorities

Responsibilities of the AWW in Immunization Program

- Should be well versed with the National immunization schedule.
- Mobilize all children for immunization. Planning for Immunization
- Enumerate all mothers and children (including newborn and pregnant mothers) in the village and share the list with ANM.
- Help ANM to identify hard to reach areas and underserved population.
- Conduct home visits to educate parents for immunization.
- Display posters and other IEC materials.
- Display immunization days /dates at the AWC.
- Liaise with ANM to ensure that vaccines are available at AWC on immunization days.

Maintaining Cold chain at immunization site:

- Arrange suitable place for keeping the vaccine carrier in shade. Conducting the immunization session
- Ensure all dropouts from previous sessions are brought for immunization.
- Ensure all births occurring after the last session are identified and the newborns are brought to the session.

- Ensure all beneficiaries due for that session are mobilized.
- Assist in verifying age of the child.
- Arrange water for washing hands.
- Arrange space for immunization activity and waiting place for beneficiaries.
- Assist ANM in conducting the immunization session.
- Manage crowds.

Injection safety:

- Assist ANM in safe disposal of immunization waste. Recording and tracking of drop outs, left outs & resistance.
- Update and share immunization register with ANM.
- Counsel the women about protecting the child's health by ensuring immunization. Adverse events following immunizations
- Report all AEFI if noticed to ANM.

Surveillance of Vaccine Preventable Diseases (VPDs)

- Report all suspected VPDs to ANM.

Pulse Polio:

- Help ANM to prepare micro plan.
- Work as Vaccinator during pulse polio days.
- Inform community for pulse polio day and ensure their presence at the booth. Assist ANM in coordination for booth establishment and display of IEC materials
- Help to track new-borns and convince reluctant parents
- Perform any other job assigned by higher authorities

Responsibilities of the ASHA in Immunization Program

- Should be well versed with the National immunization schedule.
- Mobilize all children for immunization. Planning for Immunization
 - Assist AWW in survey of all mothers and children (including newborn and pregnant mothers) in the village and share the list with ANM.
- Help ANM to identify hard to reach areas and underserved population.
- Conduct home visits and mothers' meetings to educate parents for immunization.
- Display posters and other IEC materials.
- Plan for monthly/fortnightly Village Health Day at the AWC.

Maintaining Cold chain at immunization site:

- Arrange suitable place for keeping the vaccine carrier in shade.

Conducting the immunization session:

- Ensure all dropouts from previous sessions are brought for immunization.
- Ensure all births occurring after the last session are identified and the newborns are brought to the session.
- Ensure all beneficiaries due for that session are mobilized.
- Assist AWW and ANM in making the arrangements for water and space.
- Assist ANM in conducting the immunization session, manage crowd.

Injection safety:

- Assist ANM in safe disposal of immunization waste. Recording and tracking of drop outs, left outs & resistance.
- Visit the houses of drop-out children.
- Counsel women about protecting the child's health by ensuring immunization.
- Accompany such children to the next planned session.

Adverse events following immunizations:

- Report all AEFIs to ANM.

Surveillance of Vaccine Preventable Diseases (VPDs):

- Report all suspected VPDs to ANM.

Pulse Polio:

- Inform community for pulse polio day and ensure their presence at the booth.
- Assist ANM in coordination for booth establishment and display of IEC materials.
- Help to track new-borns and convince reluctant parents
- Perform any other job assigned by higher authorities