

# Temporary, Mobile, Off-Site, or Satellite Clinics for VFC/VFA Providers

**VFC/VFA providers are allowed to include a mobile/off-site immunization clinic in their practice under certain conditions. The mobile/off-site immunization clinic is an extension of the provider's practice and will use the same unique VFC/VFA provider identification number (PIN) assigned to the provider. The mobile/off-site immunization clinic must also comply with all VFC/VFA Program requirements listed in the Provider Agreement and adhere to all general VFC/VFA Program and storage and handling requirements.**

## Temporary, Mobile, Off-Site, or Satellite Clinics Requirements:

1. The provider must be enrolled in the VFC or VFA Program and in good standing.
2. Mobile/Off-site Immunization Clinics may only be conducted within the state of Arizona; VFC or VFA-eligible patients are not required to be Arizona residents to receive vaccinations.
3. Vaccines must be shipped to the provider's primary clinic site listed in the Provider Agreement.
  - Vaccines are only transferred to the mobile unit/clinic on the day of the clinic.
4. The number of vaccines transported to a temporary, mobile, off-site, or satellite clinic should be based on the anticipated number of VFC or VFA-eligible patients to be served.
5. The provider must complete the Mobile Immunization Clinic Log that lists the clinic dates, locations, and the vaccine amounts, by fund type (VFC/VFA and private stock), that will be transported to each mobile clinic and/or off-site location.
6. Vaccines must be transported to a temporary site using the [Emergency Transport of Refrigerated Vaccines](#), a pharmaceutical-grade cold cube, or a BIZS-approved transport unit.
  - This includes transporting vaccines to and from the site using appropriate equipment, monitoring temperatures with a Digital Data Logger(DDL) probe in buffered material, and documenting temperatures.
  - Transport should not take longer than 30 minutes
    - *Transport longer than 30 minutes requires prior approval from the VFC Special Programs Manager each time.*
7. Only staff that have knowledge of how to transport vaccines between the provider's practice and the mobile/off-site clinic should be utilized.
8. Vaccine storage and handling equipment during the mobile/off-site clinic must meet CDC requirements:
  - A portable vaccine refrigerator or qualified container and pack-out
  - VFC-compliant DDL(s) with a probe in buffered material for temperature monitoring in each storage unit
    - DDLs that are routinely stored outside a refrigerator should be placed in a functioning storage unit at least six hours, or the night before the clinic, to allow time for the DDL and probe to acclimate and register any issues.

9. Vaccines must be stored correctly upon arrival at the temporary site to maintain appropriate temperature throughout the clinic day.
10. Temperature data must be reviewed and documented on a [temperature log](#) every hour during the clinic using a DDL with a digital display and probe in buffered material.
11. The facility must submit data logger reports to the BIZS upon request (in an acceptable file format: .xls, .txt, .ltd, or .csv).
12. If the vaccines are exposed to out-of-range temperatures, isolate the vaccines in the affected unit, label them DO NOT USE, and keep them in the affected unit. Do not administer any doses exposed to out-of-range temperatures. The Bureau of Immunization Services must be notified by submitting a [Vaccine Incident Report](#) and corresponding data logger data.
13. At the end of the clinic day, temperature data must be assessed prior to placing vaccines back into storage units to prevent the administration of vaccines that may have been compromised.
14. All documentation related to vaccine management must be kept on-site and on file for six (6) years at the provider's office.
15. The mobile/off-site immunization clinic must pass the storage and handling site visit; this is an initial and bi-annual requirement.
16. All immunizations administered must be entered into ASIIS within **30** days of administration.
17. **Plans for the temporary, mobile, off-site, or satellite clinic must be submitted to your Immunization Program Specialist (IPS) or [ArizonaVFC@azdhs.gov](mailto:ArizonaVFC@azdhs.gov) for approval.**

### **Temporary, Mobile, Off-Site, or Satellite Clinics Vaccine Handling and Preparation**

- Do not draw up vaccines before arriving at the clinic site. Drawing up doses days or even hours before a clinic is not acceptable.
- Use manufacturer-filled syringes, if possible, as an alternative to pre drawing vaccines.
- Each person administering vaccines should pre-draw no more than one multidose vial (MDV) at one time.
- Monitor patient flow to avoid drawing up unnecessary doses.
- Discard any remaining vaccine in pre-drawn syringes at the end of the workday.

#### **Additional Resources:**

- [You Call the Shots - Satellite, Off-site, and Temporary Vaccination Clinic Supply Checklist](#)
- [Considerations for Planning Curbside/Drive-Through Vaccination Clinics](#)
- [CDC Satellite, Temporary, and Off-Site Vaccination Clinic Supply Checklist](#)
- [Wasted/Expired Vaccine Return Form](#)
- [Hourly Vaccine Temperature Log & Mobile Immunization Log](#)
- [AIPO Train](#)

