Physician Practice Enhancement Program

Vaccine and Medication

Vaccine and medication administration is a common practice in most physician clinical offices. Best practices related to the safe storage, handling and administration of vaccines and medications including medication that is available in single-dose vials and multi-dose vials, and narcotics, ensure that patients receive safe, uncontaminated and effective agents.

This standard describes required and recommended best practices for safe storage, handling and administration of vaccines and medications, including single-dose and multi-dose vials and narcotics.

The medical director maintains oversight of and responsibility for all operational and administrative components. In a clinical office, where the care of patients is shared by a number of physicians (i.e. walk-in clinic, urgent care or multi-physician clinic), a single physician must be designated as the medical director. In a solo physician clinic, the physician is the medical director.

For detailed information on the roles and responsibilities of the medical director, refer to the College standard *Primary Care Provision in Walk-in, Urgent Care, and Multi-physician Clinics*.

P P P P

An assessment standard consists of three components:

1. **P P** – a goal statement of achievable levels of performance. An assessment standard is identified by a first level whole number ending in ".0" such as 1.0, 2.0, 3.0 etc.
2. – activities or components of the standards that once implemented lead to the overall attainment of the standard. A criterion is identified by the first level number indicating the standard to which it is associated, and a second level number such as X.1, X.2, X.3, etc.
3. – specific actions for each criterion. Criterion descriptors are identified by the first level standards number, the second level criterion number and a third level criterion number such as X.Y.1, X.Y.2, etc.

   A criterion marked by an indicates that the criterion is mandatory and must be met. If the registrant is assessed by PPEP, the expectation is that the registrant has met this criterion.

   Criterion that is not marked by an M is based on best practices using current provincial, national and international standards and guidelines. A non-M criterion should be met, but is not required. A registrant should use their best judgement to determine whether or not the unique circumstances of their practice necessitate meeting each non-M criteria.

VM 1.2.6	Vaccines are refrigerated within the temperature range recommended by the vaccine's manufacturer.	2,3
VM 1.2.7	Vaccine refrigerator temperature is checked twice a day.	2,3
VM 1.2.8	Vaccines are stored on the middle shelf of the vaccine refrigerator, never on the doors or in the crispers.	2,3
VM 1.2.9	No food or beverage is stored in the designated refrigerator.	2,3
VM 1.2.10	A separate tray is used in the vaccine refrigerator for opened vaccine.	2,3
VM 1.2.11	Vaccines are kept in their original packaging.	2,3

OP

1. Public Health Agency of Canada [Internet]. Ottawa: Public Health Agency of Canada; 2013. Canadian immunization guide - part 1: key immunization information 2013 -

Pharmacists of British Columbia; 2015. [cited 2016 Nov 16]. 2 p. Available from: http://library.bcpharmacists.org/D-Legislation_Standards/D-4_Drug_Distribution/5014-Prescription_Regulation_Table.pdf

9. Canadian Medical Protective Association [Internet]. Ottawa: Canadian Medical Protective Association; 2004. Responding to prescription fraud [revised 2008 Jun; cited 2016 Nov 16]. [3 screens]. Available from: https://www.cmpa-acpm.ca/en/-/responding-to-prescription-fraud
10. College of Physicians and Surgeons of British Columbia. Bylaws [Internet]. Vancouver: College of Physicians and Surgeons of British Columbia; 2009. [revised 2016 Jan 1]. Part 3 – Records: section B – Registrant records: requirements for medical practice records. p. 54. [cited 2016 Nov 16]. Available from: https://www.cpsbc.ca/files/pdf/HPA-Bylaws.pdf
11. College of Physicians and Surgeons of British Columbia, Non-Hospital Medical and Surgical Facilities Accreditation Program. Medication management [Internet]. Vancouver: College of Physicians and Surgeons of British Columbia; 2012 [cited 2016 Nov 16]. 10 p. (Accreditation standards – patient safety). Available from: https://www.cpsbc.ca/files/pdf/NHMSFAP-AS-Medication-Management.pdf