

# 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](mailto: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](mailto:vaccine.onboarding@tn.gov) or [vaccine.storage@tn.gov](mailto:vaccine.storage@tn.gov)