

NHIP Vaccine Management and VOMS Monthly Training Webinars

Vaccine Management Training 2019 Annual Training Requirement

Current Primary Coordinators and Assistant Vaccine Coordinators will be expected to attend a scheduled NHIP webinar in 2019 to meet the required annual training policy set forth by CDC.

New Primary Coordinators must attend a scheduled NHIP webinar within 30 days of taking the role of Primary Coordinator. (note: If there is no NHIP training webinar being offered within 30 days - he or she must complete the 2 training modules offered by the CDC, *You Call the Shots*, *Vaccines for Children* and *Storage & Handling* modules).

New Assistant Coordinators must attend a scheduled webinar within 90 days of taking on their role as the Assistant Vaccine Coordinator.

VaxNH - Vaccine Ordering Management System (VOMS) Training

Due to the high security of the IIS, only staff that have registered and attended training are given an ID and password to access the system. Giving others permission to use these credentials may be considered fraud and abuse. Every authorized user will be required to submit an Identity Voucher (available during webinar). Please note: access will be denied if authorized users have not performed any action within VOMS for over 12 months. These persons will need to complete and submit a refresher knowledge check quiz before access is reinstated. Please call the help-line at 603-271-4028 for assistance.

These are 2 separate trainings and you must register for each one separately! Choose one vaccine management and one VOMS. Although highly suggested, you are not required to attend both trainings on the same day.

PLEASE note- if you register for both sessions for a single day- you will need to log out of the first webinar and log-in to the second.

Frequently Asked Questions

➤ Vaccine Management

- I have been a Primary Vaccine Coordinator for 3 years. Do I need to attend a vaccine management webinar?
Yes, the webinar is replacing the previous annual training requirement, *You Call the Shots*
- How often do we need to attend the webinar?
You only have to attend one webinar during a calendar year.
- I attended an in person training held in Concord on February 28, 2019. Do I need to attend a webinar?
No, you have met the annual training requirement
- I completed the *You Call the Shots* in 2019. Do I need to attend a webinar?
Yes, there will be an overlap of some training but to be sure all NHIP's standards and policies are communicated to you properly, you will need to attend one of the monthly webinars in 2019.
- I am new to the role of Primary Vaccine Coordinator. There is not a scheduled webinar within 30 days of my new role. What do I do?
Primary Coordinators only- You must complete the 2 *You Call the Shots* training modules and submit the certificate of completion to NHIP.
- After the webinar, how will attendance be confirmed that I have completed the annual training requirement?
At the conclusion of the webinar, print out the post test for each staff member that attended the Vaccine Management webinar. Complete the post-test, have it signed by a clinician, supervisor, practice manager and submit to NHIP. Once received by NHIP, if passed with an 80% or higher, a certificate of attendance will be sent back to each participant. This should be kept on file as proof of meeting the requirement.

➤ VOMS

- How often do I need to attend a VOMS training?

VOMS training is a onetime requirement. (see next question)

- I have recently been assigned the primary role of ordering vaccine. I have not logged into the system in over 12 months. Am I able to do so without attending a webinar?

Any staff who goes more than 12 months without logging into VOMS will have access blocked and will be required to complete a refresher test supplied by NHIP, before regaining access.

- I was a previous vaccine coordinator in another office. Do I have to take the training so I can order vaccine at my new practice?

No, but you must call the Help-line at 603-271-4082 to receive a new ID and password that will allow you access to the account of the new practice.

- After the webinar, how will I receive my ID and password to access my account?

At the conclusion of the webinar, each registered staff member that attends the VOMS webinar will need to print out, complete, and submit the post-test and identity voucher. Once received by NHIP, if passed with an 80% or higher, an ID and password will be assigned to that staff member. Due to security levels of the IIS, staff that have personal emails on file with us (yahoo, gmail etc.) will be contacted by phone to receive their access information. Emails that are practice specific will be emailed.

How do I submit all the required documents?

You may submit by one of the following methods

Scan/email- immunization@dhhs.nh.gov

Fax- 603-271-3850

What if I have questions about the trainings not answered here?

Please call the main line at 603-271-4482

What if I have questions that are not related specifically to the trainings?

See information to the right →



**NH Immunization Program (NHIP)
Please Contact for Assistance**

Vaccine Order Management System- VOMS

VaxNH Help-line → 603-271-4028 or

vaxnh@dhhs.nh.gov

Password resets, technical issues, assistance with vaccine inventory/returns/transfers - Please call the number designated to VOMS assistance.

Cold Chain Incidents → 603-271-4463

Excursions, data logger reports, temperature logs, cold chain incident reports, etc.

Storage and Handling → 603-271-4457

Storage unit issues, vaccine transport, temperature monitoring (data loggers), etc.

Vaccine Orders → 603-271-4634

Questions about a specific order, vaccine availability, or general ordering questions.

Nurse/Clinical

NHIP's Main Line → 603-271-4482

NHIP has a designated nurse on call each day. Call the main line and the secretary will transfer you to the nurse available that day

Not Sure Who to Call??? Call the main line to the program **603-271-4482** - Your call will be transferred to the appropriate staff member.

Leaving messages on other staff phones could possibly delay in getting the answers that you need quickly.