



South Carolina VFC Program: Tertiary Probation Agreement

Vaccine for Children (VFC) Provider _____

VFC PIN _____

“Tertiary probation” is a process lasting between 12 and 24 months that has been outlined by the Centers for Disease Control and Prevention (CDC) to allow a healthcare provider to participate conditionally in the VFC Program following recurrent violations of VFC Program policies. Failure to comply with the conditions of tertiary probation, or any repeated violation of terms of the standard VFC Program protocol that all VFC enrollees agree to follow, may result in disenrollment from the VFC Program at the discretion of the South Carolina VFC Program.

In order to participate in the VFC Program in tertiary probation status, the senior physician at the site must sign and submit this form along with complete VFC Program Enrollment materials. By participating in the VFC Program under the terms of tertiary education, the healthcare provider acknowledges and agrees to comply with these terms:

1. The senior physician in the practice will meet with SC VFC Program staff to review the terms and conditions of enrollment under tertiary education provisions.
2. The physicians and staff of the enrolled site will comply with all aspects of the VFC Program protocol.
3. A VFC Program representative will conduct a site visit that is equivalent to a “new provider enrollment visit” and must approve eligibility to receive vaccine before vaccine is shipped to the site.
4. Physicians, office management staff and all nursing staff involved in handling VFC vaccine will attend and participate in a mandatory VFC educational training session of 1-2 hours conducted by VFC Program staff at the facility. Vaccine shipments cannot resume until the educational training is completed.
5. Within 3 months of the educational training, a VFC Program representative will conduct a VFC quality assurance site visit to assess compliance with all VFC Program requirements.
6. A representative of the practice will attend the annual VFC Immunization Spring Review.
7. Announced and/or unannounced site visits by VFC Program staff may occur at least once every 3 months throughout the tertiary education period.

8. Staff at the site will make available to VFC Program representatives all VFC-related records requested before or during scheduled or unscheduled site visits.
9. The senior physician will attend all education and feedback sessions conducted by the VFC Program representative in order to be directly informed by the VFC Program representative of all findings and recommendations.
10. If a VFC Program representative identifies an area of noncompliance with VFC policies during a visit to the facility, he or she will document the finding to the senior physician in a written, dated report. Within seven calendar days of the date of that report, the senior physician must submit a written and signed corrective action plan to restore compliance; compliance must be established within 30 days. VFC Program representatives will reassess areas of noncompliance on subsequent visits, beginning at least 30 days after the corrective action plan is submitted.
11. If the VFC Program representative identifies and documents recurrent noncompliance with a VFC policy addressed by a previous written corrective action plan during the tertiary education period, the South Carolina VFC Program may terminate, at its discretion, provider participation in the VFC Program without further appeal.
12. The South Carolina VFC Program will notify the senior physician in writing when “tertiary education” status ends and routine participation status resumes, based upon evidence of sustained compliance with tertiary education and VFC Program policies.

Signature (Senior Physician or Equivalent)

Date

Print name

SOUTH CAROLINA DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL

SC VFC Tertiary Probation Agreement

Instructions for Completing

Purpose:

The purpose of the Tertiary Probation Agreement is to provide documentation of a VFC provider's acceptance and acknowledgement of the SC VFC Program's Tertiary Probation compliance process.

Item-By-Item Instructions:

1. Provider will enter identifying information, sign, print and enter credentials. The date is the date when the agreement is signed.

Office Mechanics and Filing:

1. The VFC provider will submit the completed Tertiary Probation Agreement to SC VFC Program.
2. The SC VFC Program and the VFC provider must maintain a copy of the submitted Tertiary Probation Agreement for three (3) years.