



South Carolina VFC Program: Secondary Education Process Agreement

Vaccine for Children (VFC) Provider _____

VFC PIN _____

“Secondary education” is a process lasting between 6 and 12 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 secondary education, or any repeated violation of terms of the standard VFC Program protocol that all VFC enrollees agree to follow, may result in enrollment in the “tertiary education process” which is considerably more involved and detailed. Failure to comply with the conditions of tertiary education may lead to disenrollment from the VFC Program at the discretion of the South Carolina VFC Program.

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

1. The physicians and staff of the enrolled site will comply with all aspects of the VFC Program protocol.
2. 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.
3. A representative of the practice will attend the annual VFC Immunization Spring Review.
4. Announced and/or unannounced follow-up visits by VFC Program staff may occur at least once every 3 months throughout the secondary period.
5. 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.
6. 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.

7. If the VFC Program representative identifies and documents recurrent noncompliance with a VFC policy addressed by a previous written corrective action plan during the secondary education period, the South Carolina VFC Program may enroll the provider in tertiary education for the next 12-24 months at its discretion.
8. The South Carolina VFC Program will notify the senior physician in writing when “secondary education” status ends and routine participation status resumes, based upon evidence of sustained compliance with secondary education and VFC Program policies.

Signature (Senior Physician or Equivalent)

Date

Print name

SOUTH CAROLINA DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL

SC VFC Secondary Education Process Agreement

Instructions for Completing

Purpose:

The purpose of the Secondary Education Process Agreement is to provide documentation of a VFC provider's acceptance and acknowledgement of the SC VFC Program's Secondary Education 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 Secondary Education Process Agreement to SC VFC Program.
2. The SC VFC Program and the VFC provider must maintain a copy of the submitted Secondary Education Process Agreement for three (3) years.