



OVERCAPACITY PLAN

CHEAT SHEET FOR LACHINE CARE UNITS

Regular Daytime Operations (including Weekends and Holidays)

- Liberate beds **before 10:00** and allow admissions starting at **11:00**
 - prepare discharge the day prior
 - ensure that last tests are done early
 - ensure all members of the team and the patient/family are informed
 - plan activities guided by the expected date of discharge

What triggers the Overcapacity Plan

During the first 6 months of go-live:

- Emergency (ED) Occupancy Thresholds: **over 120 %**
- **More than 4 patients** in the ED awaiting admission, including all medical specialties (*excluding patients with imminent discharges*)

Phases of the Overcapacity Plan

Phase 1: Capacity optimisation (wards and admitted ED patients)

- Complete discharges planned for that day **by 10:00**
- Identify potential discharges by 10:00. Aim to discharge **by 14:00**

Phase 2: Early overcapacity measures

Inpatient unit actions:

- **Patient flow coordinator (or NRM)** with the help of the ANM (or nurse in charge) identify appropriate patients to be temporarily put in transit spaces either while waiting for transport or waiting for room to be cleaned.
- **Manager of the IPS Clinic:** review the ED and inpatient lists to identify possible patients that could be reoriented toward ambulatory services.

Emergency Department actions:

- Identify obstacles for discharges of stretcher patients.
- Explore alternatives to hospitalisation, review pertinence of consults (in particular for patients seen during the evening or night).

Off Hours Protocol (before/after Overcapacity Code)

- Patients waiting for transport can be moved to corridor.
- Admitted patients can wait in corridor while room is being cleaned.
- Units to report discharges to the NRM as they occur.
- To prepare for morning discharges, nurses in charge on care units must:
 - follow up on transport planning
 - finalize discharge plans for patients scheduled

If you have any questions or comments, please
email: dps.admin@muhc.mcgill.ca

Link to [Intranet](#) section
Overcapacity Plan, Adult Sites
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