

OVERCAPACITY PLAN

CHEAT SHEET FOR LACHINE ED

Triggers for general activation of the Overcapacity Plan (one trigger is needed)

1) During the first six months of go-live:

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

2) After first six months of go-live:

• ED Occupancy over 110 %

Phases of the plan

Phase 1: Capacity optimisation

- Admitting Services: confirm admission or discharge decisions before 10:30 (for patients in the ED waiting for bed).
- Nurse in charge and physician must:
 - Identify and expedite radiology and laboratory testing, as well as medication administration or other interventions (for dischargeable patients).
 - Complete urgent diagnostics within 60 min. for patients awaiting, if it impacts disposition (likely discharge or admission to an available bed).
- Main responsible physician must fast-track discharges. Patients not requiring inpatient
 admission must be a discharge priority in order to free up ED beds.

Phase 2: Early overcapacity measures

- Measures from Phase 2 are put in place while simultaneously continuing measures from Phase 1.
- Main responsible physician (or ED nurse in charge) arranges for non-urgent cases to be managed through outpatient clinics, day hospital, or scheduled follow-up appointments.

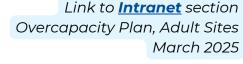
Phase 3: Overcapacity

- Phase 1 and Phase 2 measures are continuing.
- Activation of mandatory re-orientation directive for emergency patients (DMSP).

Off Hours Protocol (before/after Overcapacity Code)

- Activation threshold: it is suggested to wait 3 hrs at 130 % occupancy to avoid activation for temporary peak. Activation can be made earlier, depending on the circumstances.
- Physicians: prioritize discharges and then on-stretcher patients waiting to be seen.
- Nurse in charge: prioritize all tests and treatments to finalize discharges.

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





^{*}The triggers listed in 2) will be reviewed 4 months post go live before replacing triggers listed in 1).