



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 %**

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

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
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Link to [Intranet](#) section
Overcapacity Plan, Adult Sites
March 2025