



OVERCAPACITY PLAN

CHEAT SHEET FOR ED IMAGING

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

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

- Emergency Department (ED) Occupancy Thresholds:
 - **170** % Glen
 - **150** % MGH
- Number of patients (including all medical specialties) in ED awaiting admission exceeds:
 - **20** Glen
 - **12** MGH

Excluding patients with imminent discharges

2) After the first six months of go-live:

- ED Occupancy Thresholds:
 - **150** % Glen
 - **130** % MGH
- Number of patients (including all medical specialties) in ED awaiting admission exceeds:
 - **16** Glen
 - **10** MGH

Excluding patients with imminent discharges

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

Phases of the Overcapacity Plan

Phase 1: Capacity optimisation

- **Coordinate with NIC:** Complete urgent interventions (labs, radiology, meds etc **within 60 min.** for stretcher patients if it impacts disposition (likely **discharge** or admission to an **available** bed).
- **Coordinate with UC:** patients awaiting consult completion that would **allow discharge**; these are given high priority. (1 hr timeframe may be adjusted depending on volume of consults).
- **Fast-track discharges.** Patients not requiring inpatient admission must be a priority in order to free up ED beds.
- **Identify procedures** (eg. interventional radiology, endoscopy) that will or likely will lead to discharge and coordinate with the service.

Phase 2: Early overcapacity measures (overhead announcement)

- Measures from Phase 2 are put in place while simultaneously continuing measures from Phase 1.
- Coordinate with ED nurse in charge, or “repartitrice” arranges for non-urgent cases to be managed through outpatient clinics, day hospital, or scheduled follow-up appointments.

Phases 3 and 4: continue efforts underway

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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