

## Key



### Patients

The blue beads are patients. Each hour, new patients may arrive from the community. After completing their hospital stay, patients exit back to the community through Emergency or Step Down.



### Core Staff

The white beads are Core Staff. Each bead represents adequate care for a patient (i.e. just the right fraction of doctors, nurses, technicians, and others). You must keep one staff bead with each patient at all times.



### Extra Staff

The clear beads are Extra Staff. Think of them as agency or overtime workers. If you don't have sufficient staff to handle patient demand, you can choose to call in Extra Staff to arrive in the following hour.

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## Complete These Five Steps Each Hour

### 1. Arrivals

- Move **arriving patients** into your department if you have capacity
- Move **patients waiting to transfer**, if requested in a previous hour and if you have capacity
- Move **Extra Staff** into care, if called in a previous hour

### 2. Exits

- For exits to a different department (transfers), issue Request cards
- For exits leaving the hospital, move patients out to a community jar (blue beads)

### 3. Closed?

- Set your status by raising or lowering your No Beds sign (or Divert sign in Emergency)

### 4. Staffing?

- If you want to call in Extra Staff, move them from the jar (clear beads) into your Extra Staff Called box

### 5. Paperwork

- Complete your paperwork at the end of each hour
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## Reminders

- **Required staffing:** Each patient (blue bead) in care must be paired with a staff bead (white or clear bead)
- **Transfer requests:** Delay one hour to move patients waiting to transfer
- **Extra Staff called:** Delay one hour to move Extra Staff into care
- **On your paperwork:** Count Extra Staff in the hour they are called, and each hour until they are sent home