

EXHIBIT 39

Prince George's Hospital Center
SCOPE OF SERVICE

Department/Unit: E400 - Inpatient Psychiatric Unit

Scope of Service:	<ul style="list-style-type: none"> ▪ Located on the 4th floor of the Hospital in the E wing. ▪ Hours of Operation: twenty-four hours a day, seven days a week. ▪ Services of the department include: Locked inpatient unit serving voluntary and involuntary patients. <ul style="list-style-type: none"> ✦ Acute psychiatric treatment ✦ Chronic psychiatric management ✦ Diagnostic evaluation ✦ Therapeutic treatment including art therapy and crafts ✦ Smoking Cessation Groups ✦ Counseling including anger management, social issues, and family meetings ✦ Exercise and recreation ✦ Patient and family education ✦ Library with reference material ✦ Referral to the partial hospitalization program or outpatient behavioral health services and programs in the community
Criteria for Entry/Admission to Service:	<ul style="list-style-type: none"> ▪ Patients must have an acute or chronic mental health condition that cannot be treated in a less restrictive environment. The criteria are: <ul style="list-style-type: none"> ✦ At least 18 years old ✦ Mental disorder with DSM-IV primary multi-axial diagnosis. ✦ Documentation that indicates a less intensive treatment or outpatient treatment is not appropriate or has failed. ✦ Patient has made direct threats of harm to themselves or others requiring suicide precautions and/or observation. ▪ Patients may be admitted through the Assessment and Stabilization Center (ASC) or by direct admission from the community or within the Hospital. ▪ Patients may voluntarily admit themselves for treatment. ▪ Patients may be involuntarily admitted for treatment when certified by two (2) physicians.
Staffing:	<ul style="list-style-type: none"> ▪ Staffing consists of: <ul style="list-style-type: none"> ✦ Director, Behavioral Health Services = 1.0 FTE ✦ Manager, Inpatient Psychiatry (E-400) = 1.0 FTE ✦ Assistant Department Manager = 2.0 FTE ✦ Registered Nurse = 12.8 FTE ✦ Technician = 8.0 FTE

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<p>Staffing (Cont'd)</p>	<ul style="list-style-type: none"> ✦ Art Therapist = 1.0 FTE ✦ Addictions Counselor = 0.5 FTE ✦ Lead Total Care Manager/Social Worker = 1.0 ✦ Total Care Manager/Social Worker = 2.5 FTE ✦ Clerical Specialist = 2.5 FTE ✦ Smoking Cessation Counselor
<p>Qualification of Staff:</p>	<ul style="list-style-type: none"> ▪ Director: A Registered Nurse with a current State of Maryland license, MS degree, with psychiatric nursing experience, and must successfully complete an extended departmental orientation that focuses on daily patient care operations. Must have Basic Life Support (BLS) certification. ▪ Department Manager: Must be a Registered Nurse with a current State of Maryland license, MS or BS degree, with psychiatric nursing experience, and must successfully complete an extended departmental orientation that focuses on daily patient care operations. Must have Basic Life Support (BLS) certification. ▪ Assistant Department Manager: Must be a Registered Nurse with a current State of Maryland license, BS or AS degree, with psychiatric nursing experience, and must successfully complete an extended departmental orientation that focuses on daily patient care operations. Must have Basic Life Support (BLS) certification. ▪ Registered Nurse: Must have a current State of Maryland license and psychiatric nursing experience or successfully complete an extended departmental orientation that focuses on daily patient care operations. Must have Basic Life Support (BLS) certification. ▪ Patient Care Technician: Must be certified as a PCT in the State of Maryland and have psychiatric nursing experience or successfully complete an extended departmental orientation that focuses on daily patient care operations. Must have Basic Life Support (BLS) certification. ▪ Art Therapist: Must have a MA degree in Art Therapy and requisite knowledge and experience in the particular form of therapy provided. Encouraged to obtain LPC. ▪ Counselor: Must have a BS or BA degree in Psychology or related field and have psychiatric

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<p>Qualification of Staff(Cont'd)</p>	<p>counseling experience or successfully complete an extended departmental orientation that focuses on daily patient care operations. Encouraged to obtain certification in crisis counseling or comparative proficiency.</p> <ul style="list-style-type: none"> ▪ Lead Social Worker: Must have a LCSW-C with experience in psychotherapy and group education, and must successfully complete an extended departmental orientation that focuses on daily patient care operations. ▪ Social Worker: Must have a LGSW and/or LCSW-C with experience in psychotherapy and group education, and must successfully complete an extended departmental orientation that focuses on daily patient care operations. Encouraged to obtain LCSW-C. ▪ Addictions Counselor: Must have a MS degree, State of Maryland license, and must have psychiatric counseling experience or successfully complete an extended departmental orientation that focuses on daily patient care operations. ▪ Clerical Specialist: Must have requisite knowledge and experience to provide administrative support.
<p>Description of Communication/Collaboration/Functional Relationship with Other Departments and Services</p>	<ul style="list-style-type: none"> ▪ Work collaboratively with the Assessment and Stabilization Center, Partial Hospitalization Program, hospital inpatient units, and Community Providers. ▪ Participate in hospital-wide committees including Infection Control, Safety Committee, Leadership Forum, Performance Improvement, Customer Service and others as indicated and appropriate. ▪ Interact with the state and county agencies to facilitate proper placement and treatment of mental health patients. ▪ Participate in the Prince George's County Advisory Committee. ▪ Attend DHMH mental health authority meetings.
<p>Goals of Department/Service</p>	<ul style="list-style-type: none"> ▪ Maintain safe, therapeutic environment to provide quality care to mental health patients. ▪ Ensure compliance with protocol for transfer to Inpatient Psychiatric Unit (E-400). ▪ Develop consistent format for treatment teams to ensure efficient operation and reduce patient length of stay. ▪ Improve patient satisfaction.

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Goals of Department/Service (Cont'd)	<ul style="list-style-type: none"> ▪ Enhance formal staff recognition. ▪ Refine the use of visual communication system. ▪ Implement self study program for staff. ▪ Expand alliance with community providers of mental health services.
Plan for Quality Improvement	<ul style="list-style-type: none"> ▪ Participate in departmental and hospital wide PI projects such as restraint monitoring, pain assessment, falls, chart reviews and other applicable PI activities. ▪ Concurrent review of medical record documentation. ▪ Cross-train ASC, E-400, and PHP staff to ensure staff is knowledgeable to float as needed to ensure adequate staffing. ▪ Establish routine meetings with all Behavioral Health Services departments to promote team concept.