

# California Nursing Home Administrator License Practice Exam (Sample)

## Study Guide



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**SAMPLE**

## **Questions**

- 1. What is one criteria that residents must meet to be admitted to an ALF?**
  - A. Able to administer medications independently**
  - B. Require supervision or assistance with ADLs**
  - C. Must not be receiving any form of therapy**
  - D. Must be free of chronic health conditions**
- 2. What is the maximum allowable time for food to remain on the counter before cooling?**
  - A. 2 hours**
  - B. 4 hours**
  - C. 6 hours**
  - D. 8 hours**
- 3. Withholding evidence of financial instability from the agency is?**
  - A. allowed if it is only for a short time that your facility is experiencing financial difficulties**
  - B. a felony in the second degree**
  - C. evidenced by things like purposely hiding unpaid liens and taxes from the agency**
  - D. a misdemeanor in the third degree**
- 4. What does a 'significant change' represent in a resident's condition?**
  - A. A gradual deterioration in ADLs**
  - B. Planned weight changes**
  - C. A sudden shift in behaviors or mood**
  - D. Seasonal health fluctuations**
- 5. In assisted living, how often should staff review residents' care plans?**
  - A. Weekly**
  - B. Monthly**
  - C. Quarterly**
  - D. Annually**

- 6. When staff assist with medication, what must they prioritize?**
- A. Privacy**
  - B. Dignity**
  - C. Infection control**
  - D. All of the above**
- 7. Which activity is not permitted for assistance with self-administration of medication?**
- A. Breaking medications if necessary**
  - B. Pouring medications for administration**
  - C. Injecting medications directly**
  - D. Crushing medications for easier swallowing**
- 8. Which option allows for admission to an ALF for a resident needing assistance?**
- A. 24-hour nursing supervision**
  - B. Total assistance with transfer**
  - C. 24-hour skilled rehabilitative services**
  - D. Assistance with bathing**
- 9. What documentation must be submitted with an application for relicensure?**
- A. employee rosters**
  - B. fire drills records**
  - C. satisfactory sanitation and fire safety inspections**
  - D. staff training certificates**
- 10. How many hours of continuing education must administrators of an extended congregate care facility complete every two years?**
- A. 6 hours**
  - B. 10 hours**
  - C. 12 hours**
  - D. 15 hours**

## **Answers**

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1. B
2. D
3. C
4. C
5. B
6. D
7. C
8. D
9. C
10. C

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## **Explanations**

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**1. What is one criteria that residents must meet to be admitted to an ALF?**

- A. Able to administer medications independently**
- B. Require supervision or assistance with ADLs**
- C. Must not be receiving any form of therapy**
- D. Must be free of chronic health conditions**

In order to be admitted to an Assisted Living Facility (ALF), one of the primary criteria residents must meet is requiring supervision or assistance with Activities of Daily Living (ADLs). ADLs include essential tasks such as bathing, dressing, grooming, eating, and mobility. The purpose of an ALF is to provide a supportive environment for individuals who may not be able to perform these activities independently due to age, illness, or other conditions. Assistance with ADLs is crucial since many residents in ALFs are elderly or have certain health challenges, and they benefit from the personal care support these facilities offer. This criterion ensures that the facility can provide the necessary level of care to meet the residents' needs while allowing them to maintain a level of independence. Other options presented do not align with the eligibility requirements for admission to an ALF. For instance, individuals may still require varying levels of support even if they can administer medications independently. Also, residents can receive therapy while living in an ALF, as many facilities offer such services. Lastly, the presence of chronic health conditions does not preclude someone from being admitted; rather, ALFs are designed to accommodate residents with various health concerns, as long as they can be cared for safely in that environment.

**2. What is the maximum allowable time for food to remain on the counter before cooling?**

- A. 2 hours**
- B. 4 hours**
- C. 6 hours**
- D. 8 hours**

The correct response indicates that food must be cooled properly to prevent the growth of harmful bacteria. According to food safety guidelines, food should not remain at room temperature for more than 2 hours. In warmer conditions, such as during a heat wave or in a kitchen setting, this time can be even shorter. Cooling food quickly and effectively is crucial in maintaining food safety. Allowing food to stay at room temperature for extended periods, such as 4, 6, or even 8 hours, can lead to unsafe bacterial growth, which increases the risk of foodborne illnesses. Thus, ensuring that food is chilled within the recommended time frame is a fundamental principle in food safety practices to protect the health of residents in a nursing home or similar facilities.

**3. Withholding evidence of financial instability from the agency is?**

- A. allowed if it is only for a short time that your facility is experiencing financial difficulties**
- B. a felony in the second degree**
- C. evidenced by things like purposely hiding unpaid liens and taxes from the agency**
- D. a misdemeanor in the third degree**

Withholding evidence of financial instability from the agency is considered particularly serious when it involves actions such as purposely hiding unpaid liens and taxes. This behavior directly impacts the transparency and accountability expected from nursing home administrators and can have significant implications for the health and safety of residents, as financial instability can affect the quality of care provided. In the context of regulatory compliance, agencies rely on accurate and complete financial disclosures to assess the viability and management of nursing facilities. Concealing information undermines that trust and can lead to severe penalties, highlighting the importance of full transparency in financial matters. The other choices presented might suggest varying degrees of wrongdoing or leniency regarding financial disclosures, but the act of concealing critical financial information like liens and taxes is unequivocally detrimental to the integrity of the facility and the regulatory framework aimed at protecting residents. The correct answer emphasizes the severity of withholding such evidence, reinforcing the ethical obligations of nursing home administrators to operate transparently.

**4. What does a 'significant change' represent in a resident's condition?**

- A. A gradual deterioration in ADLs**
- B. Planned weight changes**
- C. A sudden shift in behaviors or mood**
- D. Seasonal health fluctuations**

A 'significant change' in a resident's condition typically refers to a sudden and noticeable shift in their health status, which may include behaviors or mood. This is important in a nursing home setting because such changes can indicate new underlying medical issues that need prompt attention or adjustments in care plans. Recognizing and documenting these significant changes allows for timely interventions and ensures that the resident's care is appropriately modified to address their evolving needs. By focusing specifically on sudden shifts in behaviors or mood, this definition emphasizes the importance of monitoring the psychological as well as the physical aspects of a resident's health. Such changes can significantly impact the resident's overall well-being, social interactions, and ability to engage with staff and other residents, making it crucial for nursing home administrators and staff to be vigilant in their observations. In contrast, the other options describe conditions or changes that are either gradual, planned, or influenced by external factors like seasons, which may not necessarily warrant immediate or significant intervention. Not every alteration in a resident's condition is classified as significant; rather, it is these abrupt and profound changes that require our focused attention.

**5. In assisted living, how often should staff review residents' care plans?**

- A. Weekly**
- B. Monthly**
- C. Quarterly**
- D. Annually**

In assisted living facilities, it is essential for staff to regularly review residents' care plans to ensure that the care provided is aligned with each resident's evolving needs. Monthly reviews allow staff to stay attuned to any changes in a resident's health status, preferences, and overall well-being. This frequency facilitates timely updates and adjustments to the care plans, ensuring they accurately reflect the current condition and preferences of the residents. Regular monthly evaluations also enhance communication between staff and residents, fostering a culture of person-centered care. Additionally, these reviews enable staff to identify any areas where residents may need additional support, thus providing a more responsive care environment that prioritizes the residents' needs and enhances their quality of life. Longer intervals, such as quarterly or annually, may not be adequate to capture rapidly changing health issues or personal preferences, potentially leading to lapses in care that could adversely affect residents' health and satisfaction. While the other options suggest a level of review, monthly is the standard that strikes a balance between thoroughness and responsiveness in the care provided.

**6. When staff assist with medication, what must they prioritize?**

- A. Privacy**
- B. Dignity**
- C. Infection control**
- D. All of the above**

When staff assist with medication in a nursing home setting, prioritizing all these elements—privacy, dignity, and infection control—is essential for various reasons. Maintaining privacy respects the resident's personal space and confidentiality, which is critical in fostering trust and a sense of security. Residents are entitled to have their medical information kept confidential, and the process of medication administration should happen in a way that protects their dignity by allowing them to retain some personal autonomy and discretion. Upholding dignity during medication administration involves treating residents with respect and honoring their individuality. This not only enhances the resident's self-esteem but also contributes to their overall well-being. When staff approach residents with kindness and respect while assisting with their medication, it reinforces the therapeutic relationship and supports the residents' emotional health. Infection control is another crucial aspect, as it helps prevent the spread of infections, which can occur easily in healthcare environments. Proper hygiene practices, such as handwashing and using gloves, must be prioritized to mitigate risks for both staff and residents. In summary, when assisting with medication, the staff must integrate all these components—privacy, dignity, and infection control—to provide safe, respectful, and compassionate care, which is fundamental to a high standard of nursing home administration.

**7. Which activity is not permitted for assistance with self-administration of medication?**

- A. Breaking medications if necessary**
- B. Pouring medications for administration**
- C. Injecting medications directly**
- D. Crushing medications for easier swallowing**

The activity that is not permitted for assistance with self-administration of medication is the injection of medications directly. This is because injecting medications typically requires a higher level of clinical training and competency, which nursing home staff may not possess. Furthermore, injections can pose more significant risks, such as the potential for infection or other complications. Therefore, allowing untrained personnel to perform injections can endanger the resident's health and safety. In contrast, breaking, pouring, or crushing medications are activities that can be performed by appropriately trained staff to facilitate self-administration. These tasks are generally considered supportive rather than invasive and can be done with proper precautions to ensure that the medication remains effective and safe for the resident to take.

**8. Which option allows for admission to an ALF for a resident needing assistance?**

- A. 24-hour nursing supervision**
- B. Total assistance with transfer**
- C. 24-hour skilled rehabilitative services**
- D. Assistance with bathing**

Assistance with bathing is the correct answer because it aligns with the typical services provided in an Assisted Living Facility (ALF). ALFs are designed to support residents who may need help with personal care activities, such as bathing, dressing, and grooming. These facilities aim to promote independence while providing assistance in a supportive environment. In contrast, the other options imply a level of care or supervision that goes beyond what is typically found in an ALF. For example, 24-hour nursing supervision and 24-hour skilled rehabilitative services suggest a higher acuity of care that aligns more with a nursing home or skilled nursing facility rather than an assisted living environment. Similarly, total assistance with transfer indicates a need for significant personal care assistance that may not be suitable for the more independent living arrangements that ALFs are structured to provide. Therefore, the correct response highlights the essential role of assistance with bathing as a primary service offered in ALFs, accommodating residents who require support in their daily living activities while still encouraging some degree of independence.

**9. What documentation must be submitted with an application for relicensure?**

- A. employee rosters**
- B. fire drills records**
- C. satisfactory sanitation and fire safety inspections**
- D. staff training certificates**

In the context of relicensing for nursing home administrators in California, it is essential to demonstrate compliance with health and safety standards. The requirement to submit documentation of satisfactory sanitation and fire safety inspections is pivotal because it highlights the facility's adherence to regulatory standards aimed at ensuring resident safety and well-being. These inspections are not only regulatory obligations but also critical indicators of the facility's operational integrity, commitment to safety, and capacity to provide a secure environment for residents. While employee rosters, fire drill records, and staff training certificates are also important components of a nursing home's operations, they do not directly fulfill the requirement for evidence of current compliance with sanitation and fire safety regulations, which are key factors in the relicensure process. Proper inspections are crucial in assuring authorities that the facility is up to code and capable of providing a safe, sanitary living environment for its residents.

**10. How many hours of continuing education must administrators of an extended congregate care facility complete every two years?**

- A. 6 hours**
- B. 10 hours**
- C. 12 hours**
- D. 15 hours**

The correct answer is based on the regulatory requirements for nursing home administrators, particularly those overseeing extended congregate care facilities in California. Administrators are required to complete 12 hours of continuing education every two years to ensure they remain current with best practices, changes in healthcare laws, and emerging trends in the long-term care industry. This ongoing education helps maintain a high standard of care and operational efficiency within the facility, ultimately benefiting the residents' quality of life. The other options do not align with the regulatory standards for continuing education for administrators in this context, as they either underestimate the importance of ongoing training or do not meet the minimum requirement established by the state.