

# Federal Nursing Home Administrator Practice Exam (Sample)

## Study Guide



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**SAMPLE**

## **Questions**

- 1. An OBRA requirement mandates what kind of preparedness?**
  - A. Personnel training**
  - B. Emergency response drills**
  - C. Written disaster plans**
  - D. Regular equipment inspections**
- 2. Which entity typically conducts elections for unionization?**
  - A. National Labor Relations Board (NLRB)**
  - B. Department of Labor**
  - C. Equal Employment Opportunity Commission**
  - D. Federal Trade Commission**
- 3. According to accounting principles, how can the accounting equation be stated?**
  - A. Assets = Revenue + Expenditures**
  - B. Assets = Liabilities + Capital**
  - C. Assets = Accounts Receivable + Cash**
  - D. Assets = Owner's Equity + Debt**
- 4. The primary goal of marketing should be to:**
  - A. Increase and maintain census**
  - B. Reduce operational costs**
  - C. Expand service offerings**
  - D. Enhance staff training programs**
- 5. What is the typical expectation of a nursing administrator regarding management tasks?**
  - A. All tasks must be completed by the administrator**
  - B. Delegation is commonplace**
  - C. Decisions must be independently made**
  - D. Tasks must only be executed by licensed individuals**

- 6. What is a key advantage of accrual accounting?**
- A. It simplifies the accounting process**
  - B. It measures revenue earnings accurately after expenses**
  - C. It requires fewer financial records**
  - D. It ignores depreciation for ease of calculations**
- 7. What type of indoor environment temperature is deemed comfortable for most individuals?**
- A. 68 - 78 degrees Fahrenheit**
  - B. 71 - 81 degrees Fahrenheit**
  - C. 72 - 82 degrees Fahrenheit**
  - D. 70 - 80 degrees Fahrenheit**
- 8. Which is not recognized as a type of management?**
- A. Strategic Management**
  - B. Operational Management**
  - C. Scalar Chain Management**
  - D. Tactical Management**
- 9. What does excess disability refer to?**
- A. Strategies to maximize patient resources**
  - B. Unnecessary or preventable dysfunction**
  - C. A process for evaluating patient needs**
  - D. Types of rehabilitation services offered**
- 10. In the context of career advancements, what does 'upward mobility' imply?**
- A. Horizontal movement to different departments**
  - B. Promotion to higher positions within an organization**
  - C. Transition to other companies**
  - D. Increased employee satisfaction regardless of position**

## **Answers**

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

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## **Explanations**

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**1. An OBRA requirement mandates what kind of preparedness?**

- A. Personnel training**
- B. Emergency response drills**
- C. Written disaster plans**
- D. Regular equipment inspections**

The OBRA (Omnibus Budget Reconciliation Act) requirements emphasize the necessity for healthcare facilities, including nursing homes, to have comprehensive written disaster plans. These plans should outline procedures to ensure resident safety and operational continuity during emergencies. Having a written disaster plan is essential as it provides clear guidance on how to respond to various emergencies, such as natural disasters, fires, or other crises that may impact the facility and its residents. Written disaster plans must include strategies for evacuation, communication, staff responsibilities, and how to assist residents with special needs. This structured approach is critical to effectively manage emergencies and minimize risks, ensuring that the health and safety of residents are prioritized. While personnel training, emergency response drills, and regular equipment inspections are also important components of a facility's overall preparedness strategy, the presence of a well-documented disaster plan serves as the foundation upon which these other elements are built. Without a written plan, it would be challenging to ensure that training is relevant and drills are effective, as there would be no standard procedures to follow. Therefore, the mandate for written disaster plans is central to regulatory compliance and the operational readiness of nursing homes in emergency situations.

**2. Which entity typically conducts elections for unionization?**

- A. National Labor Relations Board (NLRB)**
- B. Department of Labor**
- C. Equal Employment Opportunity Commission**
- D. Federal Trade Commission**

The National Labor Relations Board (NLRB) is the entity responsible for conducting elections for unionization in the United States. Established to enforce the National Labor Relations Act, the NLRB's primary role is to protect the rights of employees to organize and to prevent unfair labor practices by employers and unions. When workers express interest in forming a union, they usually file a petition with the NLRB, which then conducts a secret ballot election to determine whether the employees wish to be represented by the union. This process ensures that the election is conducted fairly, under federal oversight, which helps maintain the integrity of the unionization process. The NLRB also addresses any disputes that might arise during the election, ensuring that the rights of both employees and employers are upheld. In contrast, the other entities listed have different functions; for example, the Department of Labor oversees labor statistics and employment laws, the Equal Employment Opportunity Commission focuses on employment discrimination issues, and the Federal Trade Commission deals with antitrust laws and consumer protection.

**3. According to accounting principles, how can the accounting equation be stated?**

**A. Assets = Revenue + Expenditures**

**B. Assets = Liabilities + Capital**

**C. Assets = Accounts Receivable + Cash**

**D. Assets = Owner's Equity + Debt**

The accounting equation is foundational to the field of accounting and establishes the relationship between a business's assets, liabilities, and equity. The correct formulation of the accounting equation is that assets equal liabilities plus equity (or capital). This means that everything a company owns (its assets) is financed either by borrowing money (liabilities) or through the owner's investment (equity). When considering the integrity of a business's financial structure, this equation guarantees that all resources are accounted for in terms of how they were obtained—either through financial debts (liabilities) or investments made by owners (equity). The other options do not accurately reflect this fundamental principle of accounting. For instance, the first option mixes revenues and expenditures with assets, which doesn't align with how assets are financed. The third option incorrectly focuses solely on specific asset accounts like accounts receivable and cash, without addressing liabilities or equity. Similarly, the fourth option introduces terms like "debt," which can be a part of liabilities but does not represent the overall equity portion appropriately. This clarifies why the chosen answer correctly represents the standard accounting equation.

**4. The primary goal of marketing should be to:**

**A. Increase and maintain census**

**B. Reduce operational costs**

**C. Expand service offerings**

**D. Enhance staff training programs**

The primary goal of marketing in the context of a nursing home is to increase and maintain census. This means ensuring that the facility has a sufficient number of residents to support its operational viability and sustainability. A higher census not only contributes to the financial health of the facility but also enhances the community's perception of the nursing home as a trusted option for care. When marketing efforts are focused on increasing census, they typically involve strategies to promote the facility's strengths, services, and the quality of care provided. This could include outreach to local hospitals, community events, partnerships with healthcare providers, and promotional materials that showcase the unique features of the home. A thriving resident population often leads to better resources, more staffing, and an improved environment for both residents and employees. While reducing operational costs, expanding service offerings, and enhancing staff training programs can all contribute to the overall success of a nursing home, these aspects are more aligned with operational management rather than the core purpose of marketing, which is fundamentally about attracting and retaining residents.

**5. What is the typical expectation of a nursing administrator regarding management tasks?**

- A. All tasks must be completed by the administrator**
- B. Delegation is commonplace**
- C. Decisions must be independently made**
- D. Tasks must only be executed by licensed individuals**

In the role of a nursing administrator, delegation is a fundamental expectation because it allows for efficient management and optimal use of resources within a healthcare facility. Effective nursing administrators understand that they cannot handle every task personally due to the extensive demands of the position and the scale of operations in a nursing home. By delegating responsibilities to qualified staff members, administrators ensure that tasks are completed by those who are best suited for them, thereby fostering teamwork, accountability, and skill development among staff. This practice also enables administrators to focus on high-level strategic planning, policy development, and other critical functions that require their direct involvement. Additionally, while it's important for certain decisions to be made independently, nursing administrators often rely on their leadership teams for input and collaborative decision-making. This inclusive approach not only enhances the decision-making process but also helps in building a robust organizational culture. Thus, delegation is key to ensuring that the responsibilities of nursing management are efficiently addressed and that patient care remains prioritized.

**6. What is a key advantage of accrual accounting?**

- A. It simplifies the accounting process**
- B. It measures revenue earnings accurately after expenses**
- C. It requires fewer financial records**
- D. It ignores depreciation for ease of calculations**

Accrual accounting is advantageous primarily because it provides a more accurate representation of a business's financial performance by recognizing revenue and expenses when they are incurred, rather than when cash is exchanged. This method aligns revenue recognition with the actual earning process, ensuring that the financial statements reflect all earned revenues and incurred expenses within a specific period. By evaluating performance in this way, stakeholders have a clearer insight into the business's profitability and financial health during that timeframe. In contrast, while some may assume that accrual accounting simplifies the accounting process, it can actually involve more complex record-keeping as it requires tracking receivables and payables. Furthermore, it does not reduce the number of financial records needed; rather, it often necessitates maintaining more detailed records to keep track of the timing of transactions beyond cash flows. Ignoring depreciation would not align with the principles of accrual accounting, as depreciation is an important aspect of accurately reflecting the value of a company's assets over time.

**7. What type of indoor environment temperature is deemed comfortable for most individuals?**

- A. 68 - 78 degrees Fahrenheit**
- B. 71 - 81 degrees Fahrenheit**
- C. 72 - 82 degrees Fahrenheit**
- D. 70 - 80 degrees Fahrenheit**

The range of 71 to 81 degrees Fahrenheit is considered comfortable for most individuals because it aligns with standard recommendations for indoor temperatures. This range takes into account human thermal comfort, which is influenced by factors such as metabolic rate, clothing insulation, and personal preferences. Often, the most universally acceptable indoor temperature for enhancing comfort, productivity, and overall well-being falls within this bracket. While the other choices include temperatures that may also be acceptable, they typically extend beyond what is widely recognized as the optimal range. For instance, more extreme temperatures, like those found in some of the other options, may lead to discomfort in certain situations, potentially affecting residents' health and well-being, particularly in environments like nursing homes where vulnerable populations reside. Therefore, the option that identifies 71 to 81 degrees Fahrenheit is not only appropriate but also reflects common practice in facilities aiming to provide a balanced and comfortable environment for individuals.

**8. Which is not recognized as a type of management?**

- A. Strategic Management**
- B. Operational Management**
- C. Scalar Chain Management**
- D. Tactical Management**

Scalar Chain Management is not typically recognized as a distinct type of management in the same way that strategic, operational, and tactical management are. Strategic management involves long-term planning and decision-making to achieve organizational goals and align resources. It typically includes assessing external opportunities and threats, as well as internal strengths and weaknesses, to create a competitive advantage. Operational management focuses on the day-to-day activities required to run an organization efficiently and effectively. This includes managing processes, workflows, and employee performance to ensure that the organization meets its objectives. Tactical management is concerned with the implementation of specific strategies and often involves shorter time frames. It translates broader strategic plans into actionable tasks, ensuring that the organization's resources are used effectively toward achieving its goals. In contrast, the concept of scalar chain, originating from classical management theory, refers more to the chain of command within an organization rather than a management approach or style. It emphasizes the clear lines of authority and communication that should exist in an organization, but does not function as a recognized style of management like the other three. Therefore, it stands apart as a concept related to organizational structure rather than a type of management.

## 9. What does excess disability refer to?

- A. Strategies to maximize patient resources
- B. Unnecessary or preventable dysfunction**
- C. A process for evaluating patient needs
- D. Types of rehabilitation services offered

Excess disability refers specifically to unnecessary or preventable dysfunction that goes beyond the expected level of disability associated with a particular health condition. This concept emphasizes identifying and addressing factors that may exacerbate an individual's functional impairment, which can often be mitigated with appropriate interventions. In a healthcare context, recognizing excess disability is crucial for improving patient outcomes, as it highlights areas where care practices can be enhanced to support better recovery and functionality. This approach may involve modifying treatment plans, providing additional support services, or focusing on preventive measures to avoid complications that lead to increased disability. The other choices do not accurately capture the essence of excess disability. For instance, strategies to maximize patient resources focus on optimizing available benefits and services rather than addressing dysfunction specifically. Evaluating patient needs is a component of assessing overall care but does not inherently relate to the concept of excess disability. Types of rehabilitation services pertain to the methods of treatment and recovery rather than the notion of unnecessary or preventable dysfunction itself.

## 10. In the context of career advancements, what does 'upward mobility' imply?

- A. Horizontal movement to different departments
- B. Promotion to higher positions within an organization**
- C. Transition to other companies
- D. Increased employee satisfaction regardless of position

Upward mobility refers to the opportunities available for individuals to advance in their careers, specifically through promotions to higher positions within an organization. This concept emphasizes the ability to move up the hierarchical structure, gaining more responsibility, authority, and often, higher compensation. Career growth through upward mobility is essential for individuals seeking to enhance their professional development and achieve their personal and organizational goals. The other options focus on different aspects of career movement or satisfaction that do not specifically denote advancement within the same organization. Horizontal movement looks at shifts to different departments, which may not necessarily involve increased authority or pay. Transitioning to other companies refers to leaving the current employer altogether, highlighting a different aspect of career development. Increased employee satisfaction can occur in various positions but does not inherently imply a promotion or ascension in rank. Thus, upward mobility is best associated with promotions and advancements within the same organization.