

MICHIGAN NURSING HOME ADMINISTRATOR (NHA) PRACTICE EXAM (SAMPLE) STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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THE FULL VERSION STUDY GUIDE

<https://michigan-nursinghomeadministrator.examzify.com>



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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

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- 1. What is the maximum opening force requirement for windows in a facility?**
 - A. 3 lbs
 - B. 5 lbs
 - C. 7 lbs
 - D. 10 lbs
- 2. What percentage of a potential bargaining unit must sign cards for an election to be held?**
 - A. 20%
 - B. 30%
 - C. 40%
 - D. 50%
- 3. What defines "ownership interest" in the context of a nursing home?**
 - A. 1% or more of shares
 - B. 5% or more of the equity
 - C. 10% or more of the revenues
 - D. 50% or more of the property
- 4. How many square feet of usable floor space per bed is required for a multibed patient room constructed before 1969?**
 - A. 60 square feet
 - B. 70 square feet
 - C. 80 square feet
 - D. 90 square feet
- 5. On the night shift, what is the minimum age for a person providing nursing care?**
 - A. 17 years
 - B. 18 years
 - C. 19 years
 - D. 20 years

- 6. For how long must a facility retain records of service orders?**
- A. 5 years
 - B. 6 years
 - C. 10 years
 - D. Indefinitely
- 7. When were the benefit entitlements described in the Michigan Employment Security Act established?**
- A. 1980 and 1981
 - B. 1982 and 1983
 - C. 1983 and 1986
 - D. 1984 and 1985
- 8. What type of exercises must nursing personnel in a home be competent in providing?**
- A. A range of motion exercises
 - B. Cardiovascular training
 - C. Weightlifting exercises
 - D. Yoga and meditation
- 9. What is included in the records of financial transactions by the nursing facility?**
- A. The patient's social history
 - B. Biographical details of nursing staff
 - C. The balance after each transaction
 - D. Patient's emotional well-being assessments
- 10. What is the minimum additional floor space required for wardrobe and closet per bed in a patient room?**
- A. 2 square feet
 - B. 5 square feet
 - C. 10 square feet
 - D. 15 square feet

Answers

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

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Explanations

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1. What is the maximum opening force requirement for windows in a facility?

- A. 3 lbs
- B. 5 lbs**
- C. 7 lbs
- D. 10 lbs

The maximum opening force requirement for windows in a facility is established to ensure safety and accessibility while allowing for ease of use in emergency situations. This standard, generally aligned with regulations regarding safety in healthcare facilities, specifically points to a maximum force of 5 pounds. This limit is crucial for promoting a safe environment, particularly in nursing homes where individuals may have varying degrees of physical ability. A force of more than 5 pounds could pose challenges for residents, especially those with mobility issues or reduced strength, making it difficult for them to open windows during emergencies or even for ventilation. Adhering to this standard demonstrates a commitment to the well-being of residents, ensuring that they can interact with their environment safely and effectively while also complying with regulatory requirements. Other options, such as 3 lbs, 7 lbs, or 10 lbs, do not meet the collective safety criteria and practical needs as outlined in the relevant health and building codes.

2. What percentage of a potential bargaining unit must sign cards for an election to be held?

- A. 20%
- B. 30%**
- C. 40%
- D. 50%

To initiate an election for a bargaining unit, the National Labor Relations Board (NLRB) requires that a certain percentage of employees within that unit must demonstrate interest in union representation by signing authorization cards. In many cases, this threshold is set at 30%. When 30% of the potential bargaining unit members sign these cards, it acts as sufficient evidence of interest in forming a union and is the threshold necessary to proceed with an election. This rule is established to ensure that there is a substantial level of support among the employees before the process moves forward, allowing the NLRB to be assured that a majority of the employees have expressed a desire to be represented by a union. Understanding this percentage is crucial for administrators and those involved in labor relations as it guides the process of union organization and the conditions under which an election can be called.

3. What defines "ownership interest" in the context of a nursing home?

- A. 1% or more of shares
- B. 5% or more of the equity**
- C. 10% or more of the revenues
- D. 50% or more of the property

Ownership interest in the context of a nursing home is typically understood as having a significant financial stake in the operation of the facility. The threshold of 5% or more of the equity signifies a meaningful level of investment and control over the nursing home's assets and operations. This criterion is important for regulatory purposes, as it helps to identify individuals or entities that may have a considerable influence over decisions regarding the facility's management and direction. Understanding ownership interest is crucial for compliance with various laws and regulations, including those concerning accountability and governance within healthcare facilities. In many jurisdictions, ownership interests at this level require disclosure, oversight, and may even come under scrutiny for potential conflicts of interest. In contrast, the other percentages listed do not align with common definitions of ownership interest as they either represent too low a stake (such as 1% or 10% of revenues) or are not directly linked to equity or control over the facility. The concept focuses on equity rather than revenues or property alone, making the 5% threshold the most relevant and recognized measure in this context.

4. How many square feet of usable floor space per bed is required for a multibed patient room constructed before 1969?

- A. 60 square feet
- B. 70 square feet**
- C. 80 square feet
- D. 90 square feet

For a multibed patient room constructed before 1969, the requirement of 70 square feet of usable floor space per bed is based on historical standards for nursing home facilities. This regulation acknowledges the need for adequate space to ensure patient comfort, safety, and access to care. In older facilities, which may not have been subject to more recent design guidelines, the requirement emphasizes the importance of having enough space to accommodate not only the beds but also necessary equipment, walking space, and room for caregivers to operate efficiently. The specifications help to establish a baseline for the operational environment in nursing homes, reflecting the balance between care quality and physical limitations of older buildings. The other options reflect higher space requirements that may pertain to newer facilities or updated standards that have increased over time, but for buildings constructed before 1969, the 70 square feet threshold remains significant for quality care and functionality in patient settings.

5. On the night shift, what is the minimum age for a person providing nursing care?

- A. 17 years
- B. 18 years**
- C. 19 years
- D. 20 years

The minimum age for a person providing nursing care during the night shift is established based on regulatory standards and safety precautions. Specifically, requiring individuals to be at least 18 years old ensures that they possess the necessary maturity, responsibility, and legal ability to perform nursing tasks. At 18, individuals can legally consent to medical care and engage in employment that has specific responsibilities and potential liabilities, which is critical in a nursing home environment where vulnerable populations are cared for. Individuals younger than 18 may not have the same legal standing or emotional and cognitive development necessary to handle the demands of nursing care, especially during the night when support may be less readily available. This minimum age requirement helps ensure a stable and reliable caregiving workforce and enhances the overall safety and quality of care provided in nursing facilities. Such regulations are in place to protect both patients and caregivers and are reflective of broader labor laws and healthcare standards.

6. For how long must a facility retain records of service orders?

- A. 5 years
- B. 6 years**
- C. 10 years
- D. Indefinitely

The requirement to retain records of service orders for six years is aligned with statutory guidelines that govern healthcare facilities, including nursing homes in Michigan. This period is essential for ensuring that the facility retains adequate documentation to support care provided to residents, comply with legal and regulatory requirements, and facilitate audits or reviews that may occur in the future. Retaining records for six years strikes a necessary balance between ensuring accountability and maintaining manageable records storage practices. This duration allows for continuity of care to be verified and any potential disputes regarding service orders to be resolved with the necessary documentation on hand. It acknowledges that the details of service orders may be relevant to various legal, administrative, and clinical inquiries long after the service has been rendered. In contrast, retention periods longer than six years, such as 10 years or indefinitely, could lead to unnecessary burdens in terms of storage costs and administrative overhead without providing significant additional benefit for the standard auditing and regulatory processes. Similarly, shorter retention periods like five years might not sufficiently cover the lifespan of potential inquiries or disputes, thus not meeting the comprehensive needs of residents and the facility. Hence, six years is established as the ideal retention time frame in this context.

7. When were the benefit entitlements described in the Michigan Employment Security Act established?

- A. 1980 and 1981
- B. 1982 and 1983
- C. 1983 and 1986**
- D. 1984 and 1985

The Michigan Employment Security Act is a significant piece of legislation that provides unemployment benefits and outlines the rights and responsibilities of both employers and employees in relation to unemployment insurance. The entitlements established under this act were specifically formalized during the years 1983 and 1986. In those years, important amendments and provisions were introduced that shaped the structure and accessibility of unemployment benefits for individuals. These changes responded to the economic conditions of the time and aimed at better supporting unemployed workers, enhancing the program's effectiveness. Understanding the timeline is critical for nursing home administrators, particularly in grasping how these benefits may impact the workforce in healthcare settings. This knowledge ensures compliance with relevant state laws and helps in making informed decisions regarding staffing and financial planning in the face of potential unemployment situations.

8. What type of exercises must nursing personnel in a home be competent in providing?

- A. A range of motion exercises**
- B. Cardiovascular training
- C. Weightlifting exercises
- D. Yoga and meditation

A range of motion exercises are essential for nursing personnel in a nursing home setting because they help maintain or improve residents' mobility, flexibility, and overall physical health. These exercises are particularly important for residents who may have limited movement due to age, illness, or disability. By assisting residents with these exercises, nursing staff can help prevent complications such as joint stiffness, muscle atrophy, and pressure sores. The focus on a range of motion exercises aligns with the goals of promoting independence and enhancing quality of life for residents. Nursing personnel are trained to safely assist with these exercises, ensuring that they are done correctly to avoid injury and maximize benefits. This competency is fundamental as part of the care plan for many residents, particularly those recovering from surgery or those with chronic conditions. While cardiovascular training, weightlifting, and yoga can offer benefits in specific contexts, they are not typically within the standard scope of direct care that nursing personnel would be expected to provide in a nursing home. Such activities generally require specialized training and equipment that may not be available or appropriate for all residents. Thus, the emphasis on a range of motion exercises is crucial for the specific needs of nursing home residents.

9. What is included in the records of financial transactions by the nursing facility?

- A. The patient's social history
- B. Biographical details of nursing staff
- C. The balance after each transaction**
- D. Patient's emotional well-being assessments

The records of financial transactions by a nursing facility primarily include the balance after each transaction. This is critical for accurate financial management and accountability within the facility. Having a clear and detailed record of all financial transactions, including balances, enables administrators to monitor the facility's financial health, prepare financial statements, and ensure that all accounting practices adhere to regulatory standards. The ability to assess the balance after each transaction also helps in identifying discrepancies, tracking income and expenses, and ensuring proper funding for the care of the residents. This kind of financial monitoring is essential to meet both legal requirements and the financial duties of a nursing home administrator. In contrast, while the patient's social history, biographical details of nursing staff, and assessments of the patient's emotional well-being are all important aspects of nursing facility records, they are not classified as parts of the financial transaction records. Instead, these items pertain more to patient care and staffing documentation and serve different purposes in the administration of the facility.

10. What is the minimum additional floor space required for wardrobe and closet per bed in a patient room?

- A. 2 square feet
- B. 5 square feet**
- C. 10 square feet
- D. 15 square feet

The minimum additional floor space required for wardrobe and closet per bed in a patient room is five square feet. This requirement is crucial for ensuring that each patient has adequate space for personal belongings, providing a comfortable and organized living environment. This designation of space helps to promote dignity, privacy, and ease of access to personal items, which are essential elements in residential care settings such as nursing homes. While individual regulations may vary depending on specific facility guidelines, the five square feet standard serves as a baseline that aligns with practical needs and supports the wellbeing of residents. Providing this designated space helps to alleviate clutter and chaos in patient rooms, contributing to a more pleasant living experience for residents and facilitating staff's ability to manage care efficiently.

Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

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We wish you the very best on your exam journey. You've got this!

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