

MONTANA ADMINISTRATOR PRACTICE TEST (SAMPLE)

STUDY GUIDE



**SAMPLE STUDY GUIDE
WITH LIMITED QUESTIONS**

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THE FULL VERSION STUDY GUIDE**

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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. In facilities with 60 or fewer residents, what role can the director of nursing serve?**
 - A. Administrator
 - B. Consultant
 - C. Floor nurse
 - D. Nurse educator
- 2. Administrators consult what to compare outcomes to expectations?**
 - A. Reports and studies
 - B. Policies and plans of actions
 - C. Feedback from residents
 - D. Financial audits
- 3. The assessment of resident quality of life often includes which element?**
 - A. Social interaction
 - B. Physical activity
 - C. Mental wellness
 - D. All of the above
- 4. What term refers to the communication between staff of equal rank or status?**
 - A. Vertical communication
 - B. Diagonal communication
 - C. Horizontal communication
 - D. Informal communication
- 5. Which type of violation has the least impact on health and safety among residents?**
 - A. Level 1 violation
 - B. Level 2 violation
 - C. Level 3 violation
 - D. Level 4 violation

- 6. How many hours of in-services must a certified nursing assistant complete each year to maintain certification?**
- A. 8 hours
 - B. 12 hours
 - C. 16 hours
 - D. 24 hours
- 7. Residents have the right to refuse medical treatment, food, bathing, etc. What must the facility do if a resident refuses treatment?**
- A. Discontinue all other treatment
 - B. Inform the family immediately
 - C. Respect the refusal
 - D. Document the refusal for records
- 8. Medicaid resident funds totaling in excess of \$_____ must be deposited in an interest bearing account.**
- A. \$25
 - B. \$50
 - C. \$75
 - D. \$100
- 9. What is the requirement for vision panels in swinging doors?**
- A. Optional
 - B. Not required
 - C. Recommended
 - D. Required
- 10. The nosing on a stair must project no more than how many inches?**
- A. 1 inch
 - B. 1 and 1/2 inches
 - C. 2 inches
 - D. 2 and 1/2 inches

Answers

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

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Explanations

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1. In facilities with 60 or fewer residents, what role can the director of nursing serve?

- A. Administrator
- B. Consultant
- C. Floor nurse**
- D. Nurse educator

In facilities with 60 or fewer residents, the director of nursing can effectively take on the role of a floor nurse. This is because, in smaller facilities, the structure often allows for the director of nursing to be directly involved in the day-to-day clinical care of residents. This hands-on involvement is essential for monitoring patient care, providing immediate oversight of nursing staff, and ensuring high standards of care are maintained. By serving as a floor nurse, the director can directly assess the nursing needs of residents, provide guidance to nursing staff, and address any immediate care issues that arise. This role enables the director to remain connected to the operational aspects of patient care, making it easier to implement changes or improvements based on firsthand observations. Additionally, being on the floor helps to foster a collaborative environment between nursing staff and administration, promoting efficient communication and responsiveness to residents' needs. In contrast, the other roles listed—administrator, consultant, and nurse educator—typically imply a more removed or advisory capacity. While these roles are crucial in their own right, the floor nurse position allows for practical application of nursing skills and immediate involvement in patient care, which is particularly significant in small facilities where the resources can be more limited, and the need for direct nursing oversight is heightened.

2. Administrators consult what to compare outcomes to expectations?

- A. Reports and studies
- B. Policies and plans of actions**
- C. Feedback from residents
- D. Financial audits

Administrators consult policies and plans of actions to compare outcomes to expectations because these documents outline the specific goals, strategies, and benchmarks that have been established for an organization or program. By reviewing policies and action plans, administrators can evaluate whether the actual outcomes align with the intended objectives and standards set forth. This proactive approach allows them to identify any gaps or discrepancies and make informed decisions about adjustments or improvements needed to meet their established goals. Utilizing policies and plans of action provides a structured framework for assessment, enabling administrators to create a clear path toward achieving desired outcomes, while generating a basis for accountability and strategic planning within the organization. This focus on established processes ensures that the evaluation is comprehensive and aligned with the organization's overall mission.

3. The assessment of resident quality of life often includes which element?

- A. Social interaction
- B. Physical activity
- C. Mental wellness
- D. All of the above**

The assessment of resident quality of life encompasses a holistic view of an individual's well-being, which includes various interrelated elements. Social interaction is a crucial component, as it reflects the ability of residents to engage with others, fostering community ties and emotional support, which are essential for overall happiness and satisfaction. Physical activity is another vital element, contributing to not just physical health but also enhancing mood, reducing stress, and improving overall functional abilities, which are all important aspects of quality of life. Mental wellness plays a critical role too, as it encompasses an individual's emotional and psychological health. A strong sense of mental well-being is linked to better coping mechanisms, resilience, and the ability to enjoy life. By incorporating social interaction, physical activity, and mental wellness, we get a comprehensive picture that accurately reflects the quality of life for residents. This multifaceted approach ensures that assessments are thorough and acknowledge the various dimensions that contribute to an individual's experience and satisfaction in a residential setting.

4. What term refers to the communication between staff of equal rank or status?

- A. Vertical communication
- B. Diagonal communication
- C. Horizontal communication**
- D. Informal communication

The term that refers to communication between staff of equal rank or status is horizontal communication. This type of communication occurs when colleagues at the same level within an organization exchange information and collaborate on tasks, projects, or initiatives. Horizontal communication is essential for fostering teamwork, enhancing coordination, and ensuring that team members are aligned in their efforts toward common goals. In contrast, vertical communication involves interactions that occur between different levels of hierarchy, such as between supervisors and their subordinates. Diagonal communication connects individuals at various levels and different departments, which can promote a broader exchange of ideas but does not specifically pertain to equal status. Informal communication refers to casual conversations that happen outside of formal channels and does not necessarily indicate an equal rank. Recognizing the importance of horizontal communication can improve workplace relationships, contribute to a positive organizational culture, and facilitate effective problem-solving among teams.

5. Which type of violation has the least impact on health and safety among residents?

- A. Level 1 violation**
- B. Level 2 violation
- C. Level 3 violation
- D. Level 4 violation

A Level 1 violation is classified as the least serious type of infraction in terms of its impact on health and safety for residents. Generally, these violations may encompass minor issues that do not pose an immediate or significant risk to individuals' well-being or safety. For instance, a Level 1 violation could involve administrative oversights, such as paperwork errors or minor procedural lapses, which do not directly affect the physical conditions or health of the residents. In contrast, as the levels increase, so does the potential seriousness and impact of the violations. Level 2 violations may present a moderate level of risk that could affect residents but are not classified as urgent. Level 3 violations entail more serious issues that have a greater potential to harm resident safety or health. Lastly, Level 4 violations are considered the most severe and could result in significant harm or pose immediate threats to the welfare of individuals living in the facility. Thus, in the context of assessing risk and ensuring resident safety, a Level 1 violation is acknowledged as having the least detrimental effect, allowing for a distinction in the severity of regulatory infractions.

6. How many hours of in-services must a certified nursing assistant complete each year to maintain certification?

- A. 8 hours
- B. 12 hours**
- C. 16 hours
- D. 24 hours

To maintain certification as a certified nursing assistant (CNA) in Montana, an individual must complete a minimum of 12 hours of in-service training each year. This requirement ensures that CNAs stay updated on current practices and developments in the healthcare field, which is vital for delivering safe and effective patient care. Continuing education helps ensure that CNAs are aware of new procedures, regulations, and guidelines that could impact their responsibilities and the well-being of the patients they care for. While there may be higher requirements in other states or for different certifications, the specific standard for Montana is set at 12 hours, making it essential for CNAs to prioritize this ongoing education as part of their professional development.

7. Residents have the right to refuse medical treatment, food, bathing, etc. What must the facility do if a resident refuses treatment?

- A. Discontinue all other treatment
- B. Inform the family immediately
- C. Respect the refusal**
- D. Document the refusal for records

Residents have the fundamental right to make decisions about their own medical care, encompassing the ability to refuse treatment, food, bathing, and other care services. When a resident exercises this right, it is imperative for the facility to respect their decision. This respect for autonomy is a core principle in healthcare and aligns with ethical standards, promoting the dignity and self-determination of each individual. Respecting the refusal entails ensuring that the resident clearly understands the implications of their decision and that they are making an informed choice without coercion. While it is important for facilities to communicate any potential risks associated with refusing treatment, the ultimate decision rests with the resident. Additionally, although informing the family and documenting the refusal are also important considerations, they serve more as secondary steps following the primary action of respecting the resident's wishes. Documenting the refusal may later help maintain a clear record of the resident's decisions and any information provided to them, but the core requirement is that the facility honors the resident's right to refuse treatment.

8. Medicaid resident funds totaling in excess of \$_____ must be deposited in an interest bearing account.

- A. \$25
- B. \$50**
- C. \$75
- D. \$100

Medicaid regulations stipulate that when a resident's funds exceed a specified amount, those funds must be deposited in an interest-bearing account to protect the resident's assets and potentially benefit them financially. In this case, the threshold amount that triggers the requirement for the establishment of an interest-bearing account is \$50. By ensuring that any funds above this limit are placed in an interest-bearing account, it allows the resident to earn interest on their funds, which can help with their overall financial situation while residing in a facility. This regulation highlights the importance of safeguarding residents' financial interests, particularly in healthcare and assisted living settings.

9. What is the requirement for vision panels in swinging doors?

- A. Optional
- B. Not required
- C. Recommended
- D. Required**

The requirement for vision panels in swinging doors is that they are mandatory. This is primarily for safety reasons, as vision panels allow individuals to see through the door before opening it, preventing potential collisions and enhancing visibility in busy areas. Such panels are particularly important in commercial and public buildings where there is a higher likelihood of foot traffic. They help ensure that doors do not obstruct the view of oncoming traffic or people, creating a safer environment for everyone. In contrast, the other options suggest varying degrees of necessity which do not align with safety regulations typically governing building codes. The use of vision panels is often legislated in order to provide a clear line of sight, thus elevating the safety standards in environments where swinging doors are commonly used.

10. The nosing on a stair must project no more than how many inches?

- A. 1 inch
- B. 1 and 1/2 inches**
- C. 2 inches
- D. 2 and 1/2 inches

The correct projection of the nosing on a stair is critical for safety and usability, ensuring that individuals can safely navigate the steps. In many building codes, including those that apply in Montana, the maximum allowable projection for stair nosing is established as 1 and 1/2 inches. This measurement helps to provide a sufficient edge for users to see and grip as they ascend or descend, which is especially important in varying lighting conditions or for individuals who may have visual impairments. Having a nosing that exceeds this projection can lead to tripping hazards and complicates the design of the stairs, potentially making them unsafe. The specified limit is a result of comprehensive studies and regulations aimed at maintaining safety standards in construction. Thus, the choice of 1 and 1/2 inches aligns with these safety regulations, making it the correct and most appropriate answer.

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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:

<https://mtadministrator.examzify.com>

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

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