

MONTANA NURSING HOME ADMINISTRATORS (NHA) 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. What is the first step in the incident reporting process for nursing staff?**
 - A. Documenting the incident in the log
 - B. Notifying the residents' family members
 - C. Reporting the incident to a supervisor immediately
 - D. Assessing the situation for further issues
- 2. What happens if a facility construction starts without necessary approvals?**
 - A. The facility can be fined or shut down
 - B. It will be exempt from penalties
 - C. It may still receive a license later
 - D. It could be allowed to continue operating
- 3. What is a common challenge nursing home administrators face?**
 - A. Balancing quality of care with budgeting and staffing constraints
 - B. Implementing new technology across all departments
 - C. Ensuring residents participate in all activities
 - D. Updating interior decor to attract more residents
- 4. How does a temporary permit affect an applicant's ability to practice?**
 - A. It allows them to practice fully without restrictions
 - B. It restricts them from providing any services
 - C. It allows them to work under supervision
 - D. It requires them to work voluntarily
- 5. What does the term "staff-to-resident ratio" refer to?**
 - A. The overall number of residents in the facility
 - B. The number of staff available for training purposes
 - C. The number of staff members available to provide care for each resident
 - D. The history of staffing levels in the facility
- 6. What is the maximum duration for which a temporary permit is valid?**
 - A. 30 days
 - B. 60 days
 - C. 90 days
 - D. 120 days

- 7. Can a temporary permit be valid for more than 90 days?**
- A. Yes, but only under specific conditions
 - B. No, it is strictly limited to 90 days
 - C. Yes, if the applicant is in a residency program
 - D. Yes, if the application is pending
- 8. How are nursing home policies typically created and maintained?**
- A. Through procedures involving staff input and regulatory compliance
 - B. By management decisions without staff involvement
 - C. On an ad-hoc basis depending on individual cases
 - D. Primarily from resident feedback only
- 9. What type of plans must be submitted to the Department for a new facility?**
- A. Schematic plans and working drawings
 - B. Financial forecasts and business plans
 - C. Employee training schedules
 - D. Operational policies and procedures
- 10. What is the minimum point value required to be admitted to the examination for nursing home administrators?**
- A. 1000 points
 - B. 1200 points
 - C. 1400 points
 - D. 1600 points

Answers

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

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Explanations

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1. What is the first step in the incident reporting process for nursing staff?

- A. Documenting the incident in the log
- B. Notifying the residents' family members
- C. Reporting the incident to a supervisor immediately**
- D. Assessing the situation for further issues

The first step in the incident reporting process for nursing staff is to report the incident to a supervisor immediately. This step is crucial because it ensures that the proper protocols are followed and that the situation can be addressed quickly to protect the health and safety of all residents. Immediate reporting allows for an assessment of the incident by a higher authority who can determine the next course of action, initiate an investigation, and implement any necessary interventions or changes to prevent future occurrences. By promptly informing a supervisor, the nursing staff demonstrate adherence to institutional policies and regulations that govern incident reporting. This action also facilitates the gathering of critical information about the incident while it is still fresh, which can be vital for accurate documentation and analysis later on.

2. What happens if a facility construction starts without necessary approvals?

- A. The facility can be fined or shut down**
- B. It will be exempt from penalties
- C. It may still receive a license later
- D. It could be allowed to continue operating

When a facility construction begins without obtaining the necessary approvals, the most immediate consequence is that the facility can face significant penalties, such as fines or the possibility of being shut down. This is rooted in the regulatory framework governing nursing homes, which mandates compliance with state and federal laws to ensure that facilities meet essential safety and quality standards before they can operate. Constructing a facility without such approvals compromises those standards and can pose risks to residents. This enforcement ensures that facilities are built to code, meet health and safety regulations, and are appropriately inspected before licensing. Starting construction without these approvals undermines the regulatory process meant to protect residents and staff and can lead to drastic action from regulatory bodies. While the other options suggest a level of leniency or future compliance, the reality is that regulatory bodies prioritize adherence to laws and ensure that violations are dealt with rigorously to maintain safety and quality in care environments. Therefore, penalty measures such as fines or shutdowns serve as a deterrent to ensure that all construction and operational processes follow established guidelines.

3. What is a common challenge nursing home administrators face?

- A. Balancing quality of care with budgeting and staffing constraints
- B. Implementing new technology across all departments
- C. Ensuring residents participate in all activities
- D. Updating interior decor to attract more residents

Balancing quality of care with budgeting and staffing constraints is a significant challenge nursing home administrators face because they must meet regulatory standards for care while also managing financial limitations. Resources in nursing homes are often stretched thin, making it essential for administrators to strategically allocate funds and workforce to both maintain high care standards and adhere to budgetary constraints. Quality of care not only involves adequate staff-to-resident ratios but also comprehensive training and support for staff members to ensure residents receive individualized and effective care. In environments where funding may not be sufficient to hire an adequate number of skilled professionals or invest in ongoing training, administrators must find innovative solutions to maintain care quality, which can be an overwhelming task. While implementing new technology, ensuring resident participation in activities, and updating decor are all important aspects of running a nursing home, they are often secondary considerations when compared to the foundational goal of maintaining quality care under financial pressure. The challenge of striking this balance affects all facets of a nursing home's operation and wellbeing of residents, making it a primary concern for administrators.

4. How does a temporary permit affect an applicant's ability to practice?

- A. It allows them to practice fully without restrictions
- B. It restricts them from providing any services
- C. It allows them to work under supervision
- D. It requires them to work voluntarily

A temporary permit is designed to provide an applicant with the opportunity to gain practical experience while still under the process of obtaining full licensure. This type of permit typically allows the individual to work in a professional capacity, but with the requirement that they practice under supervision. This ensures that while they are gaining experience, they are also being guided by more experienced professionals who can oversee their work and provide necessary support and guidance. The supervision aspect is crucial, as it helps to ensure that patients receive safe and effective care while the new practitioner's skills are being developed. At the same time, it helps to protect the integrity of the healthcare system by making sure that those who are still in the training phase are not operating entirely independently. The other options do not accurately reflect the typical conditions associated with a temporary permit, which emphasizes the need for oversight during the learning phase.

5. What does the term "staff-to-resident ratio" refer to?

- A. The overall number of residents in the facility
- B. The number of staff available for training purposes
- C. The number of staff members available to provide care for each resident**
- D. The history of staffing levels in the facility

The term "staff-to-resident ratio" specifically refers to the number of staff members who are available to provide care for each resident in a healthcare facility, such as a nursing home. This metric is crucial because it directly impacts the quality of care that residents receive. A higher staff-to-resident ratio typically indicates that there are more caregivers available to meet residents' needs, which can lead to better individualized care, more attention, and potentially improved health outcomes. In the context of nursing homes, this ratio is often examined to ensure that there are sufficient caregivers to assist residents with daily activities, manage their health conditions, and provide necessary medical attention. Effective staffing levels can enhance overall resident satisfaction and safety, making this statistic vital for facility management and regulatory compliance. Selecting this understanding underscores the importance of adequate staffing in delivering quality care within nursing homes.

6. What is the maximum duration for which a temporary permit is valid?

- A. 30 days
- B. 60 days
- C. 90 days**
- D. 120 days

The maximum duration for which a temporary permit is valid is 90 days. This is important because a temporary permit allows individuals who have completed their training and are awaiting their official licensing exam to practice under certain conditions. The 90-day timeframe provides sufficient time for applicants to prepare for the exam while still enabling them to gain practical experience in a supervised setting. This ensures continuity of care within nursing facilities while balancing the need for regulation and oversight in the nursing profession. Temporary permits beyond this duration would not be permissible as it could lead to potential risks associated with extended unsupervised practice, undermining both regulatory standards and patient safety. Therefore, the 90-day limit serves to maintain a balance between allowing emerging professionals to gain experience and safeguarding the quality of care within healthcare environments.

7. Can a temporary permit be valid for more than 90 days?

- A. Yes, but only under specific conditions
- B. No, it is strictly limited to 90 days**
- C. Yes, if the applicant is in a residency program
- D. Yes, if the application is pending

The validity of a temporary permit being strictly limited to 90 days is a standard regulation in many jurisdictions, including Montana. This limitation is set to ensure that individuals practicing under a temporary permit are working toward fulfilling the necessary qualifications to obtain a full and valid license. Temporary permits are designed to provide a transitional period for applicants, allowing them to continue working while they finalize their training or educational requirements. The 90-day limit serves to encourage prompt completion of licensing requirements and to maintain quality and standards in practice. Other options suggesting extensions beyond 90 days under various conditions, such as specific circumstances or residency programs, are typically not allowed under standard regulations, which is why the correct response highlights the strict adherence to the 90-day limitation.

8. How are nursing home policies typically created and maintained?

- A. Through procedures involving staff input and regulatory compliance**
- B. By management decisions without staff involvement
- C. On an ad-hoc basis depending on individual cases
- D. Primarily from resident feedback only

Nursing home policies are fundamentally shaped through a collaborative process that involves input from staff and ensures compliance with regulatory standards. This approach allows for a comprehensive understanding of the unique needs of the residents and the operational realities of the facility. Staff members, who often have firsthand experience with daily operations and resident care, contribute valuable insights that help create effective and practical policies. Involving staff in policy creation fosters a sense of ownership and responsibility, which can enhance adherence to these policies. Additionally, aligning policies with regulatory requirements is crucial for maintaining quality of care and ensuring the facility meets legal obligations. This collaborative and structured approach is essential for developing policies that are not only compliant but also reflective of the facility's mission and the needs of its residents. The other options suggest less effective methods of policy development, such as unilateral management decisions or reactive, case-by-case policies, which can lead to inconsistencies and gaps in care. Policies that rely solely on resident feedback may overlook important operational considerations and staff insights needed for a holistic approach to care standards.

9. What type of plans must be submitted to the Department for a new facility?

- A. Schematic plans and working drawings**
- B. Financial forecasts and business plans
- C. Employee training schedules
- D. Operational policies and procedures

Schematic plans and working drawings are essential documents required for the submission to the Department for a new facility. These plans provide a visual representation of the layout and design of the facility, ensuring compliance with building codes, safety regulations, and standards for healthcare environments. They detail the physical structure, including room sizes, placement of exits, accessibility features, and other critical design elements necessary for the health, safety, and welfare of residents and staff. These documents are crucial because they help regulatory bodies assess whether the proposed facility will meet requirements specific to nursing homes, such as patient care areas, staff-workspaces, and common areas. Having well-prepared schematic plans and working drawings facilitates the review and approval process, ultimately impacting the timeline for opening the facility. Other types of documents, while important for operation and management, serve different purposes. Financial forecasts and business plans are essential for ensuring economic viability but do not provide the physical design necessary for construction. Employee training schedules and operational policies and procedures are vital for day-to-day management and staff preparedness but are not fundamental to the initial construction and licensing of a new facility.

10. What is the minimum point value required to be admitted to the examination for nursing home administrators?

- A. 1000 points
- B. 1200 points**
- C. 1400 points
- D. 1600 points

The minimum point value required to be admitted to the examination for nursing home administrators is 1200 points. This benchmark is set to ensure that candidates have demonstrated a sufficient level of knowledge and competence in the field to handle the responsibilities of a nursing home administrator. Achieving this point value reflects a candidate's preparedness to engage with the complex aspects of nursing home management, including regulations, resident care, and operational policies. The requirement helps maintain professional standards within the industry, ensuring that only qualified individuals enter the role. This tight threshold serves to uphold the quality of care provided in nursing facilities by ensuring administrators have the necessary qualifications and understanding of the healthcare environment.

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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://montaninha.examzify.com>

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

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