

Pennsylvania Nursing Home Administrators (NHA) Practice Exam (Sample)

Study Guide



Everything you need from our exam experts!

This is a sample study guide. To access the full version with hundreds of questions,

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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. Don't worry about getting everything right, 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, and take breaks to retain information better.

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.

7. Use Other Tools

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!

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Questions

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- 1. What type of treatments should be stored within the medication area at a nurses station?**
 - A. Only non-prescription medications**
 - B. Over-the-counter medications**
 - C. Narcotics**
 - D. All medications**
- 2. Physical restraints must be removed for at least _____ minutes every _____ during normal waking hours.**
 - A. 20 minutes every 2 hours**
 - B. 10 minutes every 1 hour**
 - C. 20 minutes every 2 hours**
 - D. 10 minutes every 2 hours**
- 3. Which option is advised for retaining menus at a facility?**
 - A. For a minimum of 60 days**
 - B. For a minimum of 45 days**
 - C. For a minimum of 30 days**
 - D. For a minimum of 20 days**
- 4. Under what circumstances can a practical nurse be designated as a charge nurse?**
 - A. During the day tour of duty**
 - B. During the evening tour of duty**
 - C. During the night tour of duty**
 - D. When the census exceeds 59**
- 5. What is the maximum allowable time for a nurse to reassess a patient after a change in condition?**
 - A. 2 hours**
 - B. 1 hour**
 - C. 30 minutes**
 - D. 24 hours**

6. What is the purpose of a signed, dated written physician order in the context of restraints?

- A. For documentation of resident consent**
- B. To ensure compliance with medication guidelines**
- C. To authorize the use of restraints**
- D. For facility record-keeping**

7. What stipulation is placed on a resident concerning responsible person designation?

- A. The responsible person must be a family member**
- B. The resident must be capable of managing their own affairs**
- C. The facility must always appoint a responsible person**
- D. A responsible person can only be assigned by the state**

8. When facilities have units with more than 8 residents of both sexes, what is the required toilet fixture ratio for each sex?

- A. 1:2 ratio**
- B. 1:3 ratio**
- C. 1:4 ratio**
- D. 1:5 ratio**

9. How many fire drills should a facility conduct per year?

- A. 4 fire drills per year**
- B. 4 fire drills per year per shift**
- C. 2 fire drills per shift per year**
- D. 2 fire drills per year**

10. What is the maximum number of hours allowed for a physician's oral and phone orders for medications to be signed?

- A. 24 hours**
- B. 36 hours**
- C. 48 hours**
- D. 72 hours**

Answers

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

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Explanations

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1. What type of treatments should be stored within the medication area at a nurses station?

- A. Only non-prescription medications**
- B. Over-the-counter medications**
- C. Narcotics**
- D. All medications**

The correct choice is focused on narcotics, which are a class of medications that require special handling, storage, and documentation due to their potential for misuse and addiction. Storing narcotics in a secure area within the medication unit of a nurses' station is crucial for maintaining safety and regulatory compliance within the healthcare setting. This ensures that access is limited to authorized personnel, minimizing the risk of diversion or accidental overdose. Additionally, narcotics often come with strict legal requirements regarding their management, such as inventory control and detailed record-keeping of administration and disposal. These measures are essential in preventing misuse and ensuring that the facility adheres to existing laws and regulations regarding controlled substances. Regarding the other options, while over-the-counter medications and non-prescription medications are important in a nursing facility's medication regimen, they do not require the same level of security and accountability as narcotics. It's common for these types of medications to be stored in less restrictive areas of the pharmacy or medication room, while narcotics must be stored in locked cabinets and accessed only by designated healthcare providers, underlining the heightened responsibility associated with their management.

2. Physical restraints must be removed for at least _____ minutes every _____ during normal waking hours.

- A. 20 minutes every 2 hours**
- B. 10 minutes every 1 hour**
- C. 20 minutes every 2 hours**
- D. 10 minutes every 2 hours**

The requirement for removing physical restraints during waking hours is important for the comfort and well-being of residents in nursing homes. The mandated practice is to remove restraints for at least 10 minutes every 2 hours. This allows residents a necessary period of freedom to promote circulation, prevent pressure ulcers, and enhance overall quality of life. Regularly scheduled removal of restraints also aligns with person-centered care principles, emphasizing residents' rights and dignity. This answer reflects a crucial understanding of regulations that prioritize residents' physical and emotional health. It encourages care providers to engage with residents during these intervals, which can foster social interaction and enhance mental well-being.

3. Which option is advised for retaining menus at a facility?

- A. For a minimum of 60 days**
- B. For a minimum of 45 days**
- C. For a minimum of 30 days**
- D. For a minimum of 20 days**

Retaining menus for a minimum of 30 days is vital for several reasons including compliance with health regulations, quality assurance, and nutritional assessment. By keeping menus for at least 30 days, nursing home administrators can effectively track meal patterns and dietary preferences, ensure that residents are receiving the correct nutritional intake, and maintain documentation for any inspections or audits by regulatory bodies. Incorporating a retention period that extends for 30 days allows for a comprehensive review of dietary practices and ensures that the facility can meet resident needs effectively. This practice also aligns with recommended guidelines set forth by health authorities, supporting the facility's efforts in providing quality care. Retaining menus for shorter periods may not provide sufficient data to evaluate the nutritional programs and resident satisfaction adequately.

4. Under what circumstances can a practical nurse be designated as a charge nurse?

- A. During the day tour of duty**
- B. During the evening tour of duty**
- C. During the night tour of duty**
- D. When the census exceeds 59**

A practical nurse can be designated as a charge nurse primarily during the night tour of duty due to the unique nature of staffing and care requirements that often exist during those hours. Many facilities experience a reduced number of staff during the night shift compared to daytime and evening shifts. The designation of a practical nurse as charge nurse at night helps ensure that a licensed individual is overseeing patient care, making decisions, and coordinating activities in a less populated environment where immediate access to a registered nurse (RN) may not be practical. This arrangement ensures that there is still a level of oversight and management during the night when fewer staff members are present. Practical nurses typically have the necessary training to handle emergencies and make critical decisions during nighttime operations, thus maintaining the standard of care expected in nursing facilities. When considering other factors influencing the charge nurse designation, such as the day or evening shifts, these times usually have more available staffing, including RNs who can take on charge nurse responsibilities. The patient census exceeding a specific number might be relevant to staffing needs but does not specifically relate to the designation of a practical nurse as charge nurse in this context. Thus, the night shift is the most common setting for this designation due to operational requirements and staff availability.

5. What is the maximum allowable time for a nurse to reassess a patient after a change in condition?

- A. 2 hours**
- B. 1 hour**
- C. 30 minutes**
- D. 24 hours**

The maximum allowable time for a nurse to reassess a patient after a change in condition is two hours. This requirement is informed by best practice standards in healthcare, which dictate that timely reassessment is crucial for patient safety and quality of care. When a patient experiences a change in condition—such as a decline in health status, new symptoms, or responses to treatment—quick reassessment ensures that healthcare providers can quickly identify the cause and implement necessary interventions. This two-hour time frame allows nurses to monitor the patient's status closely and make timely decisions about continuing, changing, or enhancing treatment strategies. In nursing practice, adhering to this time frame helps minimize the risk of complications and fosters improved patient outcomes. Furthermore, documentation of such assessments within two hours is often essential for compliance with regulatory standards and for effective communication among the healthcare team.

6. What is the purpose of a signed, dated written physician order in the context of restraints?

- A. For documentation of resident consent**
- B. To ensure compliance with medication guidelines**
- C. To authorize the use of restraints**
- D. For facility record-keeping**

The purpose of a signed, dated written physician order in the context of restraints is to authorize the use of restraints. In nursing home settings, regulations and standards require that restraints, which can potentially limit a resident's freedom, must only be used when absolutely necessary and under strict criteria. A physician's order acts as a formal approval, ensuring that the decision to use restraints is based on a medical assessment and is in the best interest of the resident's safety and well-being. This process also provides a safeguard against inappropriate use and ensures that ethical and legal standards are adhered to in the care of residents. Proper authorization helps protect both the residents and the facility, as it must comply with in-depth guidelines that govern their use.

7. What stipulation is placed on a resident concerning responsible person designation?

- A. The responsible person must be a family member**
- B. The resident must be capable of managing their own affairs**
- C. The facility must always appoint a responsible person**
- D. A responsible person can only be assigned by the state**

The stipulation that the resident must be capable of managing their own affairs emphasizes the importance of autonomy and personal agency within a nursing home setting. This requirement acknowledges that residents often have the right and ability to make decisions regarding their care and designating a responsible person. By ensuring that a resident is capable of managing their affairs, the facility supports a resident-centered approach to care, allowing individuals to maintain as much control as possible over their own lives. This provision helps to ensure that decisions made on behalf of the resident, or in collaboration with a designated responsible person, occur only when the resident is in a position to express their preferences and needs effectively. It also lays the groundwork for safeguarding the resident's rights and upholding their dignity within the care environment.

8. When facilities have units with more than 8 residents of both sexes, what is the required toilet fixture ratio for each sex?

- A. 1:2 ratio**
- B. 1:3 ratio**
- C. 1:4 ratio**
- D. 1:5 ratio**

The correct answer of 1:4 ratio for toilet fixtures reflects established standards for ensuring adequate restroom facilities in nursing home units, particularly when they accommodate more than eight residents of both sexes. This ratio is crucial for maintaining the dignity and comfort of residents while also promoting hygiene. In practical terms, for every four female residents, there needs to be at least one toilet fixture designated for their use, and similarly for male residents. This serves to reduce wait times and overcrowding in restrooms, which can be particularly important in a nursing home setting where residents may have varying degrees of mobility and independence. Oversight of such regulations helps ensure facilities are adhering to best practices for resident care and promotes a quality living environment. Compliance with these ratios also reflects a facility's commitment to meeting the needs of all residents, aligning with both state regulations and best practices in long-term care settings.

9. How many fire drills should a facility conduct per year?

- A. 4 fire drills per year**
- B. 4 fire drills per year per shift**
- C. 2 fire drills per shift per year**
- D. 2 fire drills per year**

The requirement for conducting four fire drills per year per shift is crucial for ensuring the safety of residents and staff in a nursing home facility. This ensures that every shift, which could have different staff members and potentially different resident populations, has the opportunity to practice and become familiar with emergency evacuation procedures. Regularly conducting fire drills allows staff to identify any potential issues in the emergency plans, such as difficulties in evacuation routes or communication challenges during emergencies. Moreover, it ensures that all employees are trained in their roles and responsibilities during a fire incident, which enhances overall readiness and safety. This frequency also aligns with safety regulations and guidelines provided by fire safety authorities and accrediting organizations, which emphasize the importance of consistent and thorough training in emergency response procedures. By practicing in varied shifts, the facility helps ensure that both day and night staff members are proficient, ultimately fostering a culture of preparedness that can save lives in the event of an actual emergency.

10. What is the maximum number of hours allowed for a physician's oral and phone orders for medications to be signed?

- A. 24 hours**
- B. 36 hours**
- C. 48 hours**
- D. 72 hours**

The maximum number of hours allowed for a physician's oral and phone orders for medications to be signed is 48 hours. This requirement is in place to ensure that all medication orders are promptly reviewed and authenticated by a licensed physician, which is crucial for maintaining patient safety and ensuring accurate medication administration. Verification of orders within this timeframe helps prevent the risks associated with delays in confirming dosage, medication changes, or special instructions that may be necessary for patient care. Additionally, having a structured time frame for signing these orders ensures that there is an accountability process in place for medication management and reinforces the continuity of care. This regulation reflects the standards set forth in nursing facility compliance guidelines, ensuring that care providers adhere to recommended practices for managing medication orders effectively.

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://pennsylvanianha.examzify.com>

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

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