

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

## Study Guide



**Everything you need from our exam experts!**

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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

- 1. Oral orders for Schedule II drugs are permitted only in what situation?**
  - A. Scheduled appointments**
  - B. A bonafide emergency**
  - C. Follow-up consultations**
  - D. Routine care**
- 2. What characterizes a nonproprietary drug?**
  - A. A drug containing controlled substances**
  - B. A drug that can only be administered orally**
  - C. A drug containing biologicals or substances from glandular origin**
  - D. A drug that requires a prescription to obtain**
- 3. How should personnel reports be compiled after a fire drill?**
  - A. By including only supervisor comments**
  - B. By assessing resident feedback**
  - C. By documenting participation and time**
  - D. By evaluating equipment used**
- 4. How long must records of menus be kept at a facility?**
  - A. 2 weeks**
  - B. 30 days**
  - C. 45 days**
  - D. 60 days**
- 5. In what year did it become law that all nursing homes must be administered by a licensed nursing home administrator?**
  - A. 1970**
  - B. 1974**
  - C. 1979**
  - D. 1981**

- 6. Plans submitted for approval of an addition to a facility must be resubmitted if construction does not begin within how many months?**
- A. 24**
  - B. 18**
  - C. 12**
  - D. 6**
- 7. What is a crucial component to consider in the layout of nursing facility bathrooms?**
- A. Privacy curtains**
  - B. Accessibility features**
  - C. Natural lighting**
  - D. Standardized colors**
- 8. In a nursing facility, how many toilets are required for proper resident accommodation on each floor?**
- A. One toilet**
  - B. Two toilets**
  - C. Three toilets**
  - D. Four toilets**
- 9. Which government office requires that outside resources and services meet necessary licensure and certification?**
- A. Dept of Health and Human Services**
  - B. Dept of Labor- Wage and Hour Division**
  - C. The Bureau of Professional and Occupancy Affairs**
  - D. CMS**
- 10. A resident wants to smoke a cigarette in bed after surgery. Under what condition can he do this?**
- A. No**
  - B. Yes, as long as he is under observation and the facility permits smoking**
  - C. Yes, he can smoke in bed any time he wishes**
  - D. No smoking in bed is permitted only if his roommate is a smoker too**



## **Answers**

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

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## **Explanations**

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**1. Oral orders for Schedule II drugs are permitted only in what situation?**

- A. Scheduled appointments**
- B. A bonafide emergency**
- C. Follow-up consultations**
- D. Routine care**

Oral orders for Schedule II drugs are permitted only in a bonafide emergency situation due to strict regulatory controls aimed at preventing misuse and abuse of these potent substances. In emergencies, it may be critical for a healthcare provider to administer necessary medications promptly, and allowing oral orders in these scenarios enables timely intervention when a patient's health is at risk. The rationale behind the limitation is to ensure that the need for rapid response outweighs the typical requirements for written orders, which involve more stringent verification. In non-emergency scenarios such as scheduled appointments, follow-up consultations, or routine care, proper protocols and documentation must be followed to maintain accountability, safety, and compliance with regulatory standards. Allowing oral orders outside of emergencies could lead to mismanagement and increased risk of potential harm, thereby emphasizing the importance of adhering to established guidelines.

**2. What characterizes a nonproprietary drug?**

- A. A drug containing controlled substances**
- B. A drug that can only be administered orally**
- C. A drug containing biologicals or substances from glandular origin**
- D. A drug that requires a prescription to obtain**

A nonproprietary drug, also known as a generic drug, is characterized by being a drug that does not have a brand name and is typically recognized by its chemical name. The term "nonproprietary" indicates that the drug is not owned by a specific company and is available for production by multiple manufacturers once the original patent has expired. Choosing options that focus on specific characteristics, such as containing controlled substances or being restricted to oral administration, does not define a nonproprietary drug. Similarly, while many nonproprietary drugs may require a prescription, not all do, as some may be available over-the-counter. Therefore, these criteria do not aptly identify nonproprietary drugs. The option regarding biologicals or substances from glandular origin is a more nuanced descriptor. Nonproprietary drugs can indeed encompass biological products or substances derived from biological sources, provided that they are recognized as generic equivalents. This aligns more closely with a broad understanding of the classification and characteristics of nonproprietary drugs, making it the most relevant choice among the given options.

### **3. How should personnel reports be compiled after a fire drill?**

- A. By including only supervisor comments**
- B. By assessing resident feedback**
- C. By documenting participation and time**
- D. By evaluating equipment used**

Compiling personnel reports after a fire drill is crucial for ensuring that the drill was effective and that all safety protocols were followed. Documenting participation and time provides a comprehensive record of who participated in the drill and the duration it took to evacuate or respond to the fire scenario. This information is vital for assessing the adherence to emergency procedures and identifying areas for improvement in response timing and staff involvement. Including details about who was present allows management to ensure that all staff members have received adequate training and that operational standards are being met. Tracking the time taken during the drill helps in evaluating the efficiency of the response and whether it aligns with expected outcomes in case of a real emergency. Therefore, documenting participation and time is essential for compliance with safety regulations and for enhancing the readiness of the facility in emergency situations. The other options, while potentially useful in their own contexts, do not provide the systematic data needed for a thorough report following a fire drill. Supervisor comments, resident feedback, and equipment evaluations can supplement the documentation but are not the primary focus of the personnel report.

### **4. How long must records of menus be kept at a facility?**

- A. 2 weeks**
- B. 30 days**
- C. 45 days**
- D. 60 days**

Menus are a critical component of food service operations in nursing homes, as they help ensure that dietary needs and preferences of residents are being met. Pennsylvania regulations stipulate that records of menus must be retained for at least 30 days. This time frame allows for proper documentation and review of food service practices, ensuring compliance with regulatory requirements and enabling facilities to respond to any inquiries or audits effectively. Retention of menus for 30 days supports the facility in maintaining an accurate record of what was served, which can be useful for assessing nutritional adequacy, managing food costs, and providing residents with meal choices that align with their dietary restrictions or preferences. Keeping menus for this duration also aligns with best practices in food service management, ensuring that all dietary considerations are met and allowing for necessary adjustments in meal planning.

**5. In what year did it become law that all nursing homes must be administered by a licensed nursing home administrator?**

**A. 1970**

**B. 1974**

**C. 1979**

**D. 1981**

The requirement that all nursing homes must be administered by a licensed nursing home administrator became law in 1970. This legislative change was part of a broader effort to ensure that facilities providing care to the elderly and those who required long-term care were managed by qualified individuals. The establishment of this requirement was intended to elevate the standards of care in nursing homes, promote better operational governance, and ultimately improve the quality of life for residents. Prior to this law, there were fewer regulations regarding the qualifications of administrators, which could lead to variances in the quality of care provided. By mandating that licensed professionals manage nursing homes, the legislation helped to standardize practices across the industry and ensure that administrators had the necessary knowledge and skills to effectively lead and care for residents. This law paved the way for subsequent regulations and continuously improving standards in the nursing home industry.

**6. Plans submitted for approval of an addition to a facility must be resubmitted if construction does not begin within how many months?**

**A. 24**

**B. 18**

**C. 12**

**D. 6**

When planning for an addition to a nursing facility, regulatory requirements stipulate that the plans must remain current and relevant. If construction does not commence within a specified timeframe, maintaining the integrity and safety of the proposed designs becomes challenging. Therefore, the correct answer indicates that plans must be resubmitted if construction has not started within 24 months. This timeframe allows enough time for administrative processes, potential changes in regulations, or shifts in facility needs that could affect the original construction plans. Failure to adhere to this timeframe may necessitate updating the plans to ensure compliance with the latest standards and codes, ultimately ensuring resident safety and facility compliance. This context underscores the importance of timely execution of construction projects in the healthcare environment, helping to ensure that facilities meet both operational needs and regulatory standards.

**7. What is a crucial component to consider in the layout of nursing facility bathrooms?**

- A. Privacy curtains**
- B. Accessibility features**
- C. Natural lighting**
- D. Standardized colors**

When designing the layout of nursing facility bathrooms, accessibility features are paramount. This is because these facilities cater to residents with varying levels of mobility, including those with disabilities or who require assistance with daily activities. Incorporating accessibility features such as grab bars, non-slip flooring, elevated toilet seats, and space for wheelchairs ensures that all residents can use the bathroom safely and independently. Furthermore, the layout should allow for easy maneuverability for residents and staff, ensuring that care can be provided efficiently and without risks of accidents. By prioritizing accessibility, facilities not only comply with legal standards such as the Americans with Disabilities Act (ADA) but also enhance the quality of life for residents by promoting dignity and independence in personal hygiene tasks. This thoughtful planning directly positively influences the residents' overall well-being and satisfaction with their living environment.

**8. In a nursing facility, how many toilets are required for proper resident accommodation on each floor?**

- A. One toilet**
- B. Two toilets**
- C. Three toilets**
- D. Four toilets**

In a nursing facility, the requirement for the number of toilets is typically based on the need to ensure proper sanitation, resident comfort, and accessibility. One toilet on each floor may be sufficient in certain types of facilities where the design allows for shared use, or where residents are in close proximity to the restroom facilities. The decision on the number of toilets can also depend on factors such as the total resident population on that floor, the layout of the facility, and the intended operational use. Regulations may establish minimum standards, but in smaller facilities, one toilet might meet the necessary criteria provided it is easily accessible, well-maintained, and meets the needs of the residents. It's important to keep in mind that in larger facilities or those with more residents per floor, additional toilets may be necessary to ensure convenience and reduce waiting times for residents. Thus, while one toilet may suffice in smaller settings, larger facilities would have different requirements.

**9. Which government office requires that outside resources and services meet necessary licensure and certification?**

- A. Dept of Health and Human Services**
- B. Dept of Labor- Wage and Hour Division**
- C. The Bureau of Professional and Occupancy Affairs**
- D. CMS**

The correct answer emphasizes the role of the Bureau of Professional and Occupational Affairs in ensuring that outside resources and services comply with necessary licensure and certification requirements. This bureau is responsible for regulating a variety of professional occupations, including those that contribute to the healthcare system, to ensure public safety and high standards of practice. Having this oversight is crucial in a nursing home setting, as it ensures that all services and professionals involved in patient care are properly licensed and certified to provide quality care. This requirement helps to establish credibility and accountability among service providers, thereby protecting the health and well-being of residents while also upholding legal compliance. In comparison, the Department of Health and Human Services focuses broadly on public health and welfare but does not specifically regulate the licensure of professionals within the context of nursing homes. The Department of Labor's Wage and Hour Division is primarily concerned with labor standards, wage laws, and employment conditions, which don't directly relate to licensure in a healthcare context. The Centers for Medicare & Medicaid Services (CMS) oversees and administers federal health care programs, ensuring quality care and compliance with federal standards, but the direct oversight for professional licensure falls under the Bureau of Professional and Occupational Affairs.

**10. A resident wants to smoke a cigarette in bed after surgery. Under what condition can he do this?**

- A. No**
- B. Yes, as long as he is under observation and the facility permits smoking**
- C. Yes, he can smoke in bed any time he wishes**
- D. No smoking in bed is permitted only if his roommate is a smoker too**

The correct answer highlights a scenario where a resident can smoke a cigarette in bed after surgery, contingent on two important factors: the facility's smoking policy and the resident being under observation. Most healthcare facilities, particularly nursing homes, implement strict smoking policies to ensure the safety of residents, especially those who are recovering from surgery. The rationale behind allowing smoking under observation centers on minimizing risk — a trained staff member can monitor the resident to prevent accidents, such as fire hazards, and respond appropriately if the resident experiences any negative reactions or complications from smoking after surgery. This approach emphasizes a balance between respecting the resident's autonomy and ensuring their safety and wellbeing, underlining that smoking policies should always prioritize the health and safety of all residents in the facility. In contrast, the other options either restrict smoking entirely without consideration of the context or fail to consider critical safety measures, which are vital in a healthcare setting. By recognizing these specific conditions, the correct answer fosters a responsible environment while still respecting residents' choices within predefined safety protocols.



## 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](mailto: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!**