

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

## Study Guide



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## **Questions**

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- 1. Under what condition can a facility provide day care services to persons not housed by the facility?**
  - A. If the facility has empty beds**
  - B. If day care services do not interfere with resident services**
  - C. If it is a weekend**
  - D. If the state provides funding**
- 2. To be included on the registry, within how long must a student successfully pass a Wisconsin-approved nurse aide competency evaluation examination after completing an approved training program?**
  - A. One year**
  - B. Two years**
  - C. Six months**
  - D. Nine months**
- 3. Who needs to sign off when medications are destroyed in the facility?**
  - A. Only the attending physician**
  - B. Only the administering nurse**
  - C. Two or more licensed or registered health personnel**
  - D. Only the facility administrator**
- 4. Any petition for review of department action under chapter 50 must be filed within how many days after receipt of notice of the final agency determination?**
  - A. 10 days**
  - B. 15 days**
  - C. 20 days**
  - D. 25 days**
- 5. The medication aide training program shall contain a minimum of how many hours of instruction?**
  - A. 100 hours**
  - B. 120 hours**
  - C. 80 hours**
  - D. 150 hours**

6. A facility with \_\_\_\_ to \_\_\_\_ residents in need of skilled nursing care shall have, in addition to the DON, at least 1 RN on duty as charge nurse during every daytime tour of duty. In addition, the facility shall have at least one RN on duty as charge nurse every day on at least one other non-daytime tour of duty.
- A. 50 to 74
  - B. 60 to 80
  - C. 75 to 99
  - D. 90 to 120
7. Which of the following must period A nursing homes provide in their utility rooms?
- A. Separate areas for staff and residents
  - B. Areas for separate handling of clean and soiled linen
  - C. Ventilation for removal of odors
  - D. Isolation for infectious waste
8. What must the licensee do when there is a change in administrator?
- A. Notify the department within 1 week
  - B. Notify the department within 2 working days
  - C. Notify the department within 3 working days
  - D. Notify the department within 5 working days
9. Violations reported in departmental inspection reports prior to the transfer of ownership shall be \_\_\_\_\_, with corrections verified by department survey prior to the issuance of a full license to the transferee.
- A. acknowledged
  - B. appealed
  - C. corrected
  - D. documented

**10. A nursing home may contest an assessment of a forfeiture by sending, within \_\_\_ days after receipt of notice of the assessment of the forfeiture, a written request for hearing.**

**A. 45**

**B. 60**

**C. 30**

**D. 90**

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## **Answers**

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

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## **Explanations**

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**1. Under what condition can a facility provide day care services to persons not housed by the facility?**

**A. If the facility has empty beds**

**B. If day care services do not interfere with resident services**

**C. If it is a weekend**

**D. If the state provides funding**

A This is incorrect because having empty beds does not necessarily mean a facility can provide day care services. There may be other factors such as licensing and regulations that also need to be considered. C: This is incorrect because providing day care services is not dependent on a specific day of the week. It is determined by other factors such as availability and need. D: This is incorrect because a facility can offer day care services even without state funding. Other factors, such as the facility's own resources and policies, may also play a role.

**2. To be included on the registry, within how long must a student successfully pass a Wisconsin-approved nurse aide competency evaluation examination after completing an approved training program?**

**A. One year**

**B. Two years**

**C. Six months**

**D. Nine months**

To be included on the registry, a student must successfully pass a Wisconsin-approved nurse aide competency evaluation examination within one year after completing an approved training program. This time frame ensures that the knowledge and skills acquired during the training program are still fresh in the student's mind, increasing the likelihood of a successful evaluation. Options B, C, and D are incorrect as they do not align with the one-year requirement set by the Wisconsin regulations.

**3. Who needs to sign off when medications are destroyed in the facility?**

**A. Only the attending physician**

**B. Only the administering nurse**

**C. Two or more licensed or registered health personnel**

**D. Only the facility administrator**

When medications are destroyed in a facility, it is important to have multiple licensed or registered health personnel sign off on the process. This is to ensure that proper protocols are followed and that there is accountability for the destruction of the medications. Option A is incorrect because relying solely on the attending physician may not provide enough oversight. Option B is incorrect because the administering nurse may not have the necessary qualifications or authority to sign off on medication destruction. Option D is incorrect because the facility administrator may not have direct involvement in and knowledge of the medication destruction process. Therefore, having at least two licensed or registered health personnel sign off ensures proper and thorough handling of the medication disposal.

**4. Any petition for review of department action under chapter 50 must be filed within how many days after receipt of notice of the final agency determination?**

**A. 10 days**

**B. 15 days**

**C. 20 days**

**D. 25 days**

This question is asking for the time limit within which a petition for review of department action must be filed after receiving notice of the final agency determination. The time limit is dependent on the state/department and the specific circumstances, but generally, in case of a petition for review, the deadline falls within a shorter window. Choice A, 10 days, is too short for this purpose and would not allow for proper review and consideration of the action. Choices C and D, 20 days and 25 days respectively, are longer than the specified time limit of 15 days and therefore incorrect. Choice B is the most appropriate and closest to the correct answer.

**5. The medication aide training program shall contain a minimum of how many hours of instruction?**

**A. 100 hours**

**B. 120 hours**

**C. 80 hours**

**D. 150 hours**

The correct answer is A, 100 hours. In Wisconsin, the medication aide training program is required to include a minimum of 100 hours of instruction. This ensures that medication aides receive comprehensive training to perform their duties safely and effectively in a nursing home setting. Option B, 120 hours, Option C, 80 hours, and Option D, 150 hours, do not align with the specific requirement of 100 hours set forth in Wisconsin regulations for this training program.

6. A facility with \_\_\_\_ to \_\_\_\_ residents in need of skilled nursing care shall have, in addition to the DON, at least 1 RN on duty as charge nurse during every daytime tour of duty. In addition, the facility shall have at least one RN on duty as charge nurse every day on at least one other non-daytime tour of duty.

**A. 50 to 74**

**B. 60 to 80**

**C. 75 to 99**

**D. 90 to 120**

The correct answer specifies that a facility with 50 to 74 residents in need of skilled nursing care must have, in addition to the Director of Nursing (DON), at least one Registered Nurse (RN) on duty as the charge nurse during every daytime shift. This requirement is part of staffing regulations aimed at ensuring adequate nursing supervision and care for residents. Having at least one RN available during both the daytime and at least one other non-daytime shift is crucial for maintaining the quality of care that skilled nursing facilities are expected to provide. This regulation is designed to enhance patient safety, ensure effective care planning, and allow for timely responses to residents' needs, given that skilled nursing homes cater to individuals with complex health issues requiring constant oversight. The specified range of 50 to 74 residents represents a balance between outgoing care demands and resource allocation, making it a critical threshold for staffing requirements in nursing homes. This also acknowledges the varying needs of residents and ensures that facilities are adequately staffed to meet those needs throughout different shifts.

7. Which of the following must period A nursing homes provide in their utility rooms?

**A. Separate areas for staff and residents**

**B. Areas for separate handling of clean and soiled linen**

**C. Ventilation for removal of odors**

**D. Isolation for infectious waste**

The correct answer regarding what period A nursing homes must provide in their utility rooms focuses on the need for areas designated for the separate handling of clean and soiled linen. This practice is crucial in maintaining infection control and sanitation standards within a nursing home setting. Providing distinct areas for clean and soiled linen helps to prevent cross-contamination. It ensures that residents come into contact only with sanitized linens, which is vital for their health and safety. Clean linens must be kept separate from soiled items to avoid the risk of spreading bacteria and pathogens that can compromise residents' well-being. While the separation of staff and resident areas, ventilation for odor removal, and isolation for infectious waste are important considerations in the overall management of a nursing home, having a proper system for handling linen directly addresses the concerns related to hygiene and preventing the spread of infections, making it a priority for utility room design and function.

**8. What must the licensee do when there is a change in administrator?**

- A. Notify the department within 1 week**
- B. Notify the department within 2 working days**
- C. Notify the department within 3 working days**
- D. Notify the department within 5 working days**

When there is a change in administrator at a nursing home in Wisconsin, it is crucial to notify the department promptly to ensure continuity of care and compliance with regulations. The correct answer is B: Notify the department within 2 working days. This quick notification allows the department to update their records and address any immediate concerns that may arise during the transition to a new administrator. Option A is too vague and does not specify a specific timeframe as required by regulations. Options C and D provide longer time frames which could result in potential compliance issues or gaps in leadership oversight.

**9. Violations reported in departmental inspection reports prior to the transfer of ownership shall be \_\_\_\_\_, with corrections verified by department survey prior to the issuance of a full license to the transferee.**

- A. acknowledged**
- B. appealed**
- C. corrected**
- D. documented**

When ownership of a department is transferred, any violations that were reported in inspection reports beforehand must be acknowledged, meaning they are recognized by the new owner. This is important because it ensures that the new owner is aware of any issues that need to be addressed and corrected. Options B, C, and D are all incorrect because they do not accurately represent the action that must be taken in regards to violations during a transfer of ownership. "Appealed" means to challenge or question something, "corrected" means to fix or amend something, and "documented" means to record or document something. None of these words fit the context of the sentence and the specific requirements for a transfer of ownership.

**10. A nursing home may contest an assessment of a forfeiture by sending, within \_\_\_ days after receipt of notice of the assessment of the forfeiture, a written request for hearing.**

**A. 45**

**B. 60**

**C. 30**

**D. 90**

A nursing home may contest an assessment of a forfeiture by sending a written request for hearing within 45 days after receiving the notice of the assessment of the forfeiture. This timeframe is crucial for the nursing home to exercise its right to appeal and dispute the forfeiture. It is important for administrators to be aware of this deadline and ensure that the necessary steps are taken within the specified timeframe in order to protect the nursing home's interests. The other options (B. 60, C. 30, and D. 90) have different timelines, but in this case, the correct timeframe for contesting the assessment of a forfeiture in Wisconsin is 45 days.