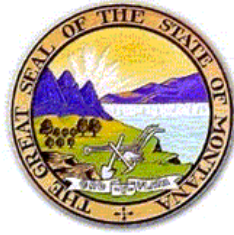


**MONTANA BOARD OF NURSING HOME ADMINISTRATORS**  
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**JURISPRUDENCE EXAMINATION**



This is an open book examination on the law and rules pertaining to the licensure and regulation of health care facilities of the Department of Public Health and Human Services and the laws and rules pertaining to the licensure and regulation of the nursing home administrator.

This examination is intended to give you the opportunity to demonstrate your familiarity with the regulations of the facility and as a nursing home administrator. The Montana Board of Nursing Home Administrators requires a score of at least a 90%.

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LAST NAME

FIRST NAME

MIDDLE INITIAL

1. The person responsible for day-to-day operation of the facility may also be known as:
  - a. Executive Director
  - b. President
  - c. Chief Executive Officer
  - d. Administrator
  - e. None of the above
  
2. A patient or resident may not be admitted or cared for in a health care facility addition or altered area until:
  - a. The family of the patient or resident commits the family member
  - b. The facility is fully staffed
  - c. The facility is inspected and approved
  - d. All of the above
  - e. None of the above
  
3. The secured care unit within a long-term care facility must include:
  - a. One on one support for residents
  - b. A secured, monitored smoking area
  - c. Electromagnetic locks
  - d. Observation beds
  
4. The minimum point-value required for admission to the examination is:
  - a. 4000 verified points
  - b. 2000 verified points
  - c. 1500 verified points
  - d. 1200 verified points
  
5. A health care facility, excluding a hospital, has to keep a patient's or resident's medical records for how long following discharge or death?
  - a. Six months
  - b. Seven years
  - c. As long as the family insists that the records be maintained
  - d. None of the above

6. Specify the correct amount of lighting required for the following areas:
- a. A minimum of \_\_\_\_\_ foot candles of light available in all rooms and hallways except:
  - b. reading lamps: minimum \_\_\_\_\_ foot candles of light
  - c. toilet/bathing areas: minimum of \_\_\_\_\_ foot candles of light
  - d. food preparation areas: minimum of \_\_\_\_\_ foot candles of light
  - e. hallways illuminated at all times: minimum of \_\_\_\_\_ foot candles of light
7. The Nursing Home Administrator renewal application is to be postmarked by:
- a. January 1st
  - b. July 1st
  - c. December 31st
  - d. April 15th
8. No more than \_\_\_\_\_ hours of college credits may be submitted for CE credit without prior approval of the board?
- a. 20
  - b. 10
  - c. 15
  - d. None of the above
9. At minimum employee files must include the following:
- a. Marital status of each employee
  - b. A photo of each employee
  - c. A list of any job related injuries
  - d. A copy of the professional licenses required to perform duties described in job description
10. Upon receipt of an application from a health care facility for a new license or renewal, the Department shall:
- a. Require 40 hours of training in patient care for all staff members
  - b. Inspect the facility to determine if the facility meets the minimum regulatory standards
  - c. Issue a license for periods of up to five years
  - d. All of the above.
  - e. None of the above
11. What written documents must be submitted to the Department prior to construction of a new health care facility?
- a. Schematic plans
  - b. Specifications supplementing the working drawings
  - c. Architectural, structural, mechanical, and electrical plans
  - d. All of the above
  - e. None of the above

12. Match the following references relevant to standards for construction of licensed health care facilities to their actual content area and specific constructions requirements:

_____ American National Standard Inst.	a. fire hazard protection
_____ Life Safety Code 2000	b. construction equipment requirements
_____ ARM 37.111.115	c. sewage system requirements
_____ ARM 37.111.116	d. water system requirements
_____	

13. If a health care facility processes its laundry off-site, it must:

- a. use a laundry room with a mechanical washer and dryer
- b. sort and store soiled and clean laundry in separate areas
- c. both of the above
- d. none of the above

14. The Board may subject the licensee to disciplinary action for violation of the following:

- a. use of fraudulent, misleading or deceptive advertising
- b. cooperating with an authorized investigation of a complaint
- c. exercising true regard for the safety, health and welfare of the resident
- d. all of the above
- e. none of the above

15. Who may submit a complaint against a nursing home administrator:

- a. another nursing home administrator
- b. a member of the public
- c. all of the above
- d. none of the above

16. Who develops and enforces standards for individuals to receive a license as a nursing home administrator?

- a. The Governors' office
- b. The Department of Health and Human Services
- c. The Office of Consumer Protection
- d. The Board of Nursing Home Administrators

17. A health care facility license may be suspended if:
- a. the staff is insufficient in number or unqualified
  - b. the facility does not have the financial ability to operate
  - c. health and safety of the residents are in jeopardy
  - d. all of the above
  - e. none of the above
18. A notice of violation:
- a. must specify the violation
  - b. may include an order to take necessary corrective action
  - c. must inform the violator of the right to a hearing
  - d. all of the above
  - e. none of the above
19. All plans and specifications submitted in preparation for physical alterations or additions to a health care facility must be certified by:
- a. the state fire marshal or designee
  - b. an architect licensed to practice in Montana
  - c. an officer having jurisdiction to determine if the building codes are met by the facility
  - d. the supervisor of the construction company who was awarded the bid
  - e. all of the above
20. To comply with state administrative rules; health care facilities must provide housekeeping services:
- a. on a bi-weekly basis
  - b. on a daily basis
  - c. on an as-needed basis, determined by the director of nursing services
  - d. at least every other day

21. Which of the following is true?
- a. a health care facility must have a disaster plan for man-caused or natural disasters
  - b. a health care facility's disaster plan must be approved by the local emergency services authorities
  - c. a copy of the health care facility's annual disaster drill report must be sent to the Department of Health and Environmental Sciences
  - d. a copy of the health care facility's annual disaster drill report must be approved by the Nursing Home Administrator Board
22. Which of the following item is not required on a completed license application form for health care facilities?
- a. the type of services to be provided in the facility
  - b. the type of residents for which care is to be provided
  - c. the number and training of employees
  - d. the name of the person responsible for supervision of the facility
23. A health care facility may be granted a provisional license for a period of less than one year if:
- a. the inspection cannot be completed in a timely manner due to a shortage in surveyor time
  - b. the demand for accommodations provided in the facility is not met in the community
  - c. the continued operation of the health care facility will not result in undue hazard to patients
  - d. b. or c.
  - e. all of the above

**PART TWO - TRUE OR FALSE**

	1. The Department of Labor and Industry shall investigate complaints concerning practice by an unlicensed person of a profession or occupation for which a license is required.
	2. Long-term care facility means a facility that provides skilled nursing care, nursing home or intermediate care.
	3. The Board of Nursing Home Administrators may administratively suspend a license for noncompliance of CE requirements.
	4. To return to active status, inactive licensees may use the inactive renewal fee as credit towards the active renewal fee for their active license.
	5. Before December 31 of each year, every licensed health care facility shall submit an annual report to the Quality Assurance Division.
	6. All courses for continuing education must be approved by the Board of Nursing Home Administrators: pre-approval for programs and sponsors is not granted.
	7. The licensee shall file a change of mailing address with the Board office within 10 days of any change.
	8. A licensee whose license has expired, may apply for a new license and does not need to renew the license.
	9. It is not permissible for a person wishing to start construction of a new skilled nursing facility to begin construction while schematic plans and specifications are being considered by the Department of Public Health and Human Services.
	10. A health care facility applying for a new license must be inspected, whereas a facility applying for a license renewal is not required to be inspected.
	11. Volunteers may be utilized at a health care facility and may be included in the facility staffing plan in lieu of employees.
	12. The term "health care facility" includes long term care facilities and residential care facilities.

	13. The Department may examine other areas of the facility operations beyond the specific area or condition of the facility to which the complaint pertains when conducting a complaint survey.
	14. A licensee reactivating an expired license shall provide proof the continuing education requirement has been met.
	15. An inactive licensee may practice as a nursing home administrator if on a temporary assignment.
	16. Members of the Board of Nursing Home Administrators are appointed by the Governor.
	17. It shall be unlawful for any person to act or serve in the capacity of a nursing home administrator unless they are the holder of a nursing home administrator license.
	18. It is unlawful for any facility operating in the state to use the word "nursing" in its' name unless the facility provides 24-hour nursing care.
	19. A health care facility shall develop a communicable disease control program approved by the Board of Nursing Home Administrators.
	20. An authorized representative of the Department may inspect a facility and associated property without prior notice to the owner or staff of the facility whenever the Department considers it necessary.
	21. Health care facilities must conduct disaster/evacuation drills at least twice a year.
	22. A temporary permit is valid for 90 days or until the applicant passes the national examination, whichever comes first.

End of Examination