

# CANDIDATE'S GUIDE TO THE ILLINOIS NURSING HOME ADMINISTRATOR SUPPLEMENTAL EXAMINATION

The following information is intended to help you prepare for the Illinois Nursing Home Administrator Supplemental Examination. Part I of this Study Guide contains general information about the profession and testing procedures. Part II provides a content outline and lists the competencies covered in the examination. Part III includes sample questions and references to help you prepare for this test.

## Part I General Information

### **PURPOSE OF THE EXAMINATION**

This examination is required for professional licensure by the Illinois Nursing Home Licensing Act to certify that each newly licensed administrator is familiar with the Illinois Department of Public Health rules and regulations for nursing homes. Copies of the Act are available from the Illinois Department of Financial and Professional Regulation (IDFPR). The rules and regulations for nursing homes are available from the Illinois Department of Public Health.

### **TEST VALIDITY**

The time limit for this examination is 90 minutes. This examination has been developed in consultation with the Nursing Home Administrators Licensing and Disciplinary Board under the jurisdiction of the IDFPR. Test items reflect standards and practices documented in a survey of licensed nursing home administrators in Illinois.

### **APPLICATION FOR CANDIDACY**

Obtain the proper application packet from the IDFPR. Complete the packet as instructed. Return the packet and registration fee to the examination agency. You will be notified of your candidacy status. If accepted, you will be informed of the date, time and place of the next test.

### **MISSING AN EXAMINATION**

There are no "make-up" examinations. You may re-register for the next scheduled examination date.

### **WHAT TO BRING TO THE EXAM**

Each candidate should bring two (2) sharpened Number 2 black lead pencils and a non-programmable, non-printing, solar- or battery-powered portable or pocket calculator. No power source will be available for calculators at the test site. No other types of calculators, markers or writing tools will be permitted at any time during this examination.

### **SCORING THE EXAMINATION**

Candidates who pass the test will receive a PASS notice and information for licensure. Candidates who fail the test will receive a failure notice and an application to retake the examination.

### **RE-EXAMINATION**

Information regarding re-examination will be indicated in your FAIL/ABSENT letter from Continental Testing Services, Inc.

## Part II Content of the Test

This examination is based on the Illinois Department of Public Health Rules and Regulations for Skilled Nursing and Intermediate Care Facilities. The rules and regulations for nursing homes are available on the Illinois Department of Public Health website at <http://www.idph.state.il.us/rulesregs/rules-index.htm>.

The test has been divided into four sections. References from the Department of Public Health rules and regulations for each section are identified below.

### GENERAL PROVISIONS AND ADMINISTRATION

**17% of examination**

Subpart A	General Provisions	Sections 300.110 through 300.340
Subpart B	Administration	Section 300.510
Subpart C	Medical Staffing	Section 300.1230
Subpart K	Maintenance, Housekeeping and Laundry	Sections 300.2210 through 300.2230
Subpart L	Furnishings, Equipment and Supplies	Sections 300.2410 through 300.2430
Subpart M	Water Supply/Sewage Disposal	Sections 300.2610 through 300.2640
Subparts N/O	Design/Construction Standards	Sections 300.2810 through 300.3140
Subpart R	Daycare Programs	Section 300.3710

### POLICY AND PERSONNEL

**15% of examination**

Subpart C	Policies	Sections 300.610 through 300.690
Subpart D	Personnel	Sections 300.810 through 300.840

### MEDICAL SERVICES

**35% of examination**

Subpart E	Medical/Dental Care	Sections 300.1010 through 300.1050
Subpart F	Nursing/Personal Care	Sections 300.1210 through 300.1240
Subpart H	Medications	Sections 300.1610 through 300.1650

### RESIDENT SERVICES

**33% of examination**

Subpart G	Resident Care Services	Sections 300.1410 through 300.1430
Subpart I	Records	Sections 300.1810 through 300.1880
Subpart J	Food Service	Sections 300.2010 through 300.2110
	Food Service Sanitation Rules/Regulations	Sections 750.100 through 750.1700
Subpart P	Residents' Rights	Sections 300.3210 through 300.3330
Subpart S	Persons with Serious Mental Illness	Sections 300.4000 through 300.4090
Subpart U	Alzheimer's Special Care Units	Sections 300.7000 through 300.7080

In addition to these references, information from sections 300.330, Definitions, and 300.340, Incorporated and Referenced Materials, and from the Appendices and Tables in the Public Health regulations are used throughout the examination.

The Department of Public Health changes the rules and regulations for nursing homes periodically. Under policies approved by the Illinois Nursing Home Administrators Licensing and Disciplinary Board, *examinations after February 1 will refer to the rules and regulations in effect on January 1 of that calendar year. Examinations given in January will refer to the rules and regulations in effect during the prior calendar year.*

## Part III      Sample Questions

All questions on the Illinois Nursing Home Administrator Supplemental Examination are multiple-choice, with one correct answer. Choose the best answer for each question. The answer key and references for this sample test appear after these questions. These are provided for information purposes only to illustrate the types of questions that will appear on each test.

1.        The applicant for renewal of a license for a facility must
  - A.        own the building in which the facility is to be operated.
  - B.        provide the Department of Public Health with a copy of the lease agreement if the building is not owned by the licensee.
  - C.        employ no staff who are under 18 years of age.
  - D.        provide the Department of Public Health with a permit from the Illinois Health Facilities Board.
  
2.        A facility must make all of the following available for public inspection **EXCEPT**
  - A.        a copy of all inspection reports within the past ten years.
  - B.        a description of services and rates charged to residents.
  - C.        a copy of the statement of ownership of the facility.
  - D.        a record of all personnel employed or retained by the facility who are licensed, certified or registered by the Illinois Department of Financial and Professional Regulation.
  
3.        Which of these is the best estimate of the minimum daily staffing level for a 90-bed facility that has 45 skilled and 35 intermediate care residents during calendar year 2014?
  - A.        At least 58.4 hours of licensed nurse time per day
  - B.        At least 23.4 hours of registered nurse time per day
  - C.        At least 64.6 hours of licensed nurse time per day
  - D.        At least 20.9 hours of registered nurse time per day
  
4.        How often must resident care policies be reviewed?
  - A.        At least quarterly
  - B.        At least semi-annually
  - C.        At least annually
  - D.        At least every two years
  
5.        Each resident shall have at least
  - A.        one complete bath and hair wash weekly.
  - B.        one complete bath and hair wash every 14 days.
  - C.        two complete baths and one hair wash weekly.
  - D.        two complete baths and two hair washes weekly.

6. A planned volunteer program
- A. is required by the Illinois Department of Public Health.
  - B. is required by the Illinois Department of Public Aid.
  - C. should be provided by the Illinois Department on Aging.
  - D. is encouraged by the Illinois Department of Public Health.
7. How often must nursing personnel and other resident care staff enter notations in each resident's records?
- A. At least quarterly
  - B. At least monthly
  - C. As appropriate, but at least every three months
  - D. As appropriate, but at least every two months
8. How often must a nursing facility provide a written record of all financial transactions involving a resident's funds?
- A. At least quarterly
  - B. At least monthly
  - C. At least semi-annually
  - D. At least annually

### Answer and References to Sample Questions

Question	Answer	Reference
1	B	Section 300.130b
2	A	Section 300.230b
3	C	Section 300.1230
4	C	Section 300.610a
5	A	Section 300.1210c5
6	D	Section 300.1410f
7	B	Section 300.1820c4
8	A	Section 300.3260e