



Volunteer Position

FORM REVIEW COMMITTEE MEMBER

Annual Time Commitment



Expertise Level



Group Interaction Level



What to Expect if Selected

Committee members participate in virtual meetings to review exam forms, providing a final currency check of items **and** ensuring that items are appropriate for inclusion on the same exam form.

Time Commitment

Approximately 9 hours annually

Terms

Initial term of 3 years, additional 3-year extension by PNCB invitation.

Qualifications & Expertise

- Maintains current applicable PNCB certification(s).
- Completion of PNCB's In-Person Workshop or Self-Paced Learning Program, **and/or** prior experience on other PNCB committees preferred.
- Maintains subject-matter expertise by working at least 16 hours per week relating to the credential. Practice hours can be direct (hands-on care of patients) or indirect (nursing roles that impact patient care and influence nursing practice through roles such as management, teaching, research, or consultation).
- Attests to NO conflicts of interest, which precludes:
 - 1) serving in a compensated/salaried role as PNP program faculty or having oversight of a program related to the credential (not applicable to CPN or PMHS, see this [infographic](#) for further details);
 - 2) current involvement in activities to prepare candidates for the related credential, such as writing materials for, or teaching in, prep or review course(s) or authoring review texts;
 - 3) serving as item writer for a non-PNCB credentialing exam.

Group Interaction Level

Moderate interaction is expected during form review sessions.

Detailed Responsibilities

- Participate in virtual meetings (approximately 3 hours each) in a setting that ensures the security of exam content is not exposed or accessible to others either visually or audibly.
- Use subject-matter expertise to confirm the accuracy and currency of exam questions, and to check for items that overlap or cue other items within the same form.
- Engage in discussions regarding current, evidence-based practice and knowledge as it relates to content on the exam form to make recommendations about items, including appropriateness of any proposed replacements.
- Recognize PNCB's ownership of items reviewed during the form review meeting, complying with the terms of PNCB's confidentiality agreement and exercising safeguards to fully ensure nondisclosure of items and exam content.

Support

- Facilitator guidance throughout process.

Benefits

- One (1) \$50.00 PNCB monetary voucher per completed virtual meeting, which can be applied towards recertification fee or CE modules.

Additional Requirements

Must sign an annual Volunteer Agreement which includes attesting to confidentiality and no conflicts of interest (as described above in section on Qualifications & Expertise).

**Explore more about how this role is integral to the entire exam development process!
Visit PNCB's [How are PNCB certification exams developed?](#) web page for more information.**

PNCB's Commitment to [Diversity, Equity & Inclusion](#)

At the heart of PNCB volunteerism is encouraging nurses from all walks of life to come together to elevate child health. Data inform us that our specialty is overwhelmingly Caucasian and female; a core goal of our new strategic plan is to cultivate a diverse, equitable, and inclusive community that fosters a sense of purpose, provides fulfillment, and supports a growing community of pediatric professionals. We value and seek diverse applicants as defined by race, ethnicity, gender, religion, age, sexual orientation, nationality, disability, appearance, professional level, etc. to apply to join our volunteer opportunities.