



## Volunteer Position

# JOB TASK ANALYSIS TASK FORCE MEMBER

Annual Time Commitment



Expertise Level



Group Interaction Level



### What You Would Do if Selected:

A job task analysis (JTA) for each credential occurs about every 4-7 years and results in an updated exam content outline from which candidates are tested. Task Force members participate in one 2-day in-person meeting followed by several virtual events over subsequent months (lasting 2-3 hours each). The work completed assists PNCB to identify the tasks, knowledges, and skills related to a specific pediatric nursing or advanced practice nursing role. These items are then used to create a survey administered as part of the JTA. Once survey results are available, additional webinars allow members to review data and make recommendations that will be used to finalize the exam's content outline.

**Time Commitment:** 16 hours in-person (*plus travel time*) **plus approximately 9 hours of web-conferences over a 6 month period**

### Qualifications & Expertise:

- Maintains current applicable PNCB certification(s).
- May have current or prior experience on other PNCB committees or as an item writer or be recommended by other committee or Board members.
- Maintains subject matter expertise by completing at least 20 practice hours per week relating to the credential. Practice hours can be direct or indirect: Direct care involves "hands-on" care of patients; indirect care includes nursing roles that impact patient care and influence nursing practice through roles such as management, teaching, research, or consultation.

**Group Interaction Level:** High

### Detailed Responsibilities:

- Attend PNCB's one-time, 2 day in-person JTA meeting, and later participate in 3-4 webinars (2-3 hours each) to create and finalize the survey, review survey data, and finalize the exam's content outline.
- Participate in task force discussions to develop a list of tasks performed by individuals working in the defined role, and the related knowledge required to perform those tasks.
- Support the process of creating and finalizing the survey that will be used for the research study; this could be accomplished through document review, survey reaction and feedback, and more.

- Participate in a review and discussion of feedback from the pilot test, as solicited, and recommend survey modifications to address issues.
- Participate in task force discussions reviewing final survey data to update the exam's content outline.

#### Training & Support:

- Facilitator guidance throughout process

#### Benefits:

- Professional recognition for participation in foundational work supporting your credential
- Paid travel, hotel and meals for 2 day in-person meeting

#### Terms:

Ad hoc task force active for approximately 6-9 months.

#### Additional Requirements:

Must sign an annual Confidentiality Agreement which includes attesting to 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.*