



## Volunteer Position

# PEDIATRIC UPDATES COMMITTEE MEMBER

Annual Time Commitment



Expertise Level



Group Interaction Level



### What You Would Do if Selected:

Work independently and with other PNCB volunteers and staff as part of a committee to develop continuing education (CE) modules targeted for pediatric nurse practitioners (PNP) and other APPs who provide care to children. You will complete individual item writing assignments that include creating both questions and instructive feedback from the provided articles and supplemental references, as needed. PNCB currently has one committee each for Acute Care, Primary Care, and Pharmacology topics.

**Time Commitment:** Approximately 32-40 hours/annually (*plus travel time*)

### Qualifications & Expertise:

- Maintains current applicable PNCB certification(s); if holding the CPNP-PC or CPNP-AC credential, at least 1 year of practice in the applicable PNP role is also required at the time of initial engagement/application with PNCB.
- Completion of PNCB's Item Writing Workshop demonstrating strong item writing skills and subject matter expertise **and/or** prior tenure on another PNCB committee.
- Maintains subject matter expertise by completing at least 16 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.
- Proficient with using web-based systems (e.g., Microsoft Word) for transmitting assignments electronically.

**Group Interaction Level: High**

### Detailed Responsibilities:

- Review annually the provided item writing resources and apply specific requirements and style to newly written items.
- Select articles from resources provided using a process identified by PNCB staff; ensure that content is current and does not conflict with any updated guidelines.
- Read selected articles and develop post-assessment questions based aspects of content most relevant to PNP practice.

- Complete annual pre-meeting assignment and submit by the required due date.
- Provide key points for selected article to validate item's accuracy as well as information that will be beneficial to the learner.
- Review additional references (e.g., current practice guidelines) to ensure accuracy of items.
- Use resources identified by PNCB to document details including medications with FDA approved usage for the indicated diagnosis, and off-label use of medications.
- Attend PNCB's annual 2 day in-person Pediatric Updates Committee meeting for the duration of one's term.
- Participate in the committee's review to revise items as needed to ensure accuracy, validity, currency, relevance, and compliance with PNCB's style, and to recommend whether items are approved for inclusion in the CE post-assessment module.
- Recognize PNCB's ownership of submitted items by complying fully with the terms of PNCB's confidentiality agreement and exercising appropriate safeguards to ensure nondisclosure of items.

### Training & Support:

- Prior completion of PNCB's Item Writing Training
- Periodic learning activities about best practices for item writing

### Benefits:

- Paid travel, hotel, and meals for 2 day in-person meeting
- Award of CE hours for submitting required assignment that meets established criteria
- PNCB monetary voucher equal to the cost of two (2) Pediatric Updates modules
- PNCB-provided access to textbook reference(s) that support Pediatric Updates Committee work

### Terms:

Initial term of 3 years, additional 3-year extension (max) by PNCB invitation

### Additional Requirements:

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

#### **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.*