



PEDIATRIC NURSING
CERTIFICATION BOARD

Volunteer Position

EXAM COMMITTEE MEMBER

Annual Time Commitment



Expertise Level



Group Interaction Level



What You Would Do if Selected: Attend annual 2-day Exam Committee meeting to participate in group process for reviewing, revising, and recommending items for advancement to pretesting on exam forms. Complete an annual item writing assignment in preparation for meeting. Participate in ad hoc webinars for item editing.

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

Qualifications & Expertise:

- Maintains current applicable PNCB certification(s)
- Maintains subject matter expertise by completing at least 20 hours per week in clinical practice relating to the credential and/or through oversight of students in a clinical setting
- Recent completion of PNCB's Item Writing Workshop (*see below*) demonstrating strong item writing skills and subject matter expertise **and/or** prior tenure on another PNCB committee
- Attests to NO conflicts of interest, which include:
 - 1) having a role as faculty or speaker for a PNP program (when applicable) related to the credentialing exam,
 - 2) being involved in writing materials for, or teaching in, prep or review course(s) or authoring review texts that prepare a candidate for the related-credential, or
 - 3) serving as item writer for a non-PNCB credentialing exam.
- Proficient with using web-based systems for transmitting assignments electronically

Group Interaction Level: High

Detailed Responsibilities:

- Provide subject-matter expertise during the review and revision of items to ensure accuracy, validity, currency, and relevance.

- Participate in periodic item review webinars (*per availability*) to ensure a sufficient pool of approved, untried items to fill pretest blocks in upcoming exam forms.
- Before beginning each year's item writing assignment, review the Item Writing Manual and other item writing resources to refresh on PNCB's item writing requirements and style, and then apply to newly written items.
- To support each item's validity, accuracy, and currency, use ONLY references listed on PNCB's current, approved reference list to provide at least 1 citation for each submitted item.
- Advise committee and PNCB of any practice changes or new published guidelines that potentially affect exam questions.
- Complete annual, pre-meeting item writing/review assignment by the required due date, communicating questions or concerns to PNCB staff. Newly composed items must be relevant to practice and based on exam content areas as directed in committee's item writing assignment.
- Submit items via PNCB's current testing vendor's item writing platform/software, unless otherwise directed.
- 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 a PNCB Item Writing Workshop
- Complete brief (< 30 minutes) web-based training on use of online portal for entering items
- Periodic learning activities about best item writing practices

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

Benefits:

Year 1 and Year 4 ONLY: PNCB purchase of textbook reference that supports Exam Committee work (at a pre-determined \$ value)

Annual (ALL years)

- Paid travel, hotel and meals for 2 day in-person meeting
- Award of CE hours for meeting participation and completion of annual item writing assignment
- PNCB voucher for highest value of a full 1-year recertification fee

Additional Requirements: Must sign an annual Confidentiality Agreement which includes attesting to no conflicts of interest, such as writing questions or content for review courses or books that prepare a candidate for a PNCB exam, teaching an exam preparation / review course, having a faculty appointment in a PNP program related to the exam credential, or writing for a non-PNCB credentialing exam, during term of service and for 1 year following.