



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.

**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 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, **or** previous experience as an item writer, **and/or** prior tenure on another PNCB committee
- Attests to NO conflicts of interest through any of the following roles or activities:
  - 1) involvement in a prep or review course for the related-credential, or
  - 2) serving as item writer for a non-PNCB credentialing exam.

**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. (*CPN and PC Exam Committees only*)
- Write items (generally 8-10) relevant to practice and based on exam content areas as directed in committee's item writing assignment.

- Maintain familiarity with PNCB's current Item Writing Manual and other provided item writing resources, and apply criteria and style preferences to items.
- Use ONLY references on PNCB's current reference list to provide at least 1 citation for each submitted item to support each item's validity, accuracy, and currency.
- Advise committee and PNCB of any practice changes of new published guidelines that potentially affect exam questions.
- Complete annual pre-meeting assignment by the required due date, communicating questions or concerns to PNCB staff.
- 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

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

### **Benefits:**

**Year 1 ONLY:** PNCB purchase of Elsevier textbook reference (at a pre-determined \$ value)

#### **Annual (ALL years)**

- Paid travel, hotel and meals for 2 day in-person meeting
- Lexicomp Pediatric & Neonatal Dosage Handbook (electronic access)
- Award of 5 CE hours for meeting participation
- PNCB voucher for highest value of a full 1-year recertification fee

**Additional Requirements:** Must sign Confidentiality Agreement which includes attesting to no conflicts of interest, such as writing questions or content for exam -related review courses or books, teaching an exam preparation / review course or writing for a non-PNCB credentialing exam, during term of service and for 1 year following.