Volunteer Position

EXAM COMMITTEE MEMBER

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

Expertise Level: High

Group Interaction Level: High

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 assignment which may include item writing and/or participating in item review webinars before the meeting.

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

Qualifications & Expertise:
- Maintains current applicable PNCB certification(s).
- 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 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.
- Attest to NO conflicts of interest, which include:
  1) serving in a role as PNP program faculty or having oversight of a program related to the credential (not applicable to CPN or PMHS);
  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.
- Proficiency in learning and using web-based systems used by PNCB to electronically submit item writing assignments and to participate in webinars.
Detailed Responsibilities:
• Provide subject-matter expertise during the review items to ensure accuracy, validity, currency, and relevance.
• Participate in periodic item review webinars to ensure a sufficient pool of approved, untried items to fill pretest blocks in upcoming exam forms.
• Maintain working knowledge of PNCB’s item writing style and requirements by reviewing the PNCB Item Writing Manual and other item writing resources in advance of assignments, meetings, and webinars to support appropriate application throughout work.
• Support each item’s validity, accuracy, and currency using ONLY references listed on PNCB’s current, approved reference list and provide at least 1 citation for each submitted item.
• Advise of any practice changes or newly published guidelines that could potentially affect exam questions.
• Complete annual, pre-meeting item writing/review assignment by the required due date, communicating questions or concerns to PNCB staff. Items that are submitted must comply with the item writing assignment, be relevant to current practice, and be your original work created specifically for PNCB’s use.
• Submit items via PNCB’s testing vendor’s item writing platform/software, unless otherwise directed.
• Ensure any personal copies of items created while developing your item, such as those written on paper or on electronic devices are destroyed to prevent disclosure.
• 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
• Annual, on-demand (< 30 minutes) web-based training on use of online portal for entering items
• Periodic learning activities about best practices for item writing

Benefits:
• PNCB-provided access to textbook reference(s) that support Exam Committee work
• Paid travel, hotel, and meals for 2 day in-person meeting
• Award of CE hours for completion of annual item writing assignment
• PNCB voucher for highest value of a full 1-year recertification fee

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

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.