



PEDIATRIC NURSING  
CERTIFICATION BOARD

## Volunteer Position

# EXAM ITEM WRITER

Annual Time Commitment



Expertise Level



Group Interaction Level



**What You Would Do if Selected:** Complete an annual item writing assignment of 10-12 items for use on a PNCB certification exam.\*

**Time Commitment:** Approximately 15 hours/annually

### Qualifications & Expertise:

- Maintains current applicable PNCB certification(s)
- Maintains subject matter expertise by working at least an average of 20 hours per week in clinical practice relating to the credential and/or through oversight of students in a clinical setting
- 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:** Some during Item Writing Workshop; none with independent writing assignment

### Detailed Responsibilities:

- Write items (generally 10-12) relevant to practice and based on exam content areas as directed in item writing assignments.
- Review the Item Writing Manual to refresh on PNCB's item writing requirements before beginning items and apply style and requirements 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.
- Review PNCB staff/mentor feedback when provided to improve items before final submission.
- Complete annual assignment according to directions, submitting at least the required number of items within prescribed timeframes, and communicating questions or concerns to PNCB staff.

- 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:**

- Completion of PNCB's Item Writing Workshop
- Complete brief (< 30 minutes) web-based training on use of online portal for entering items
- PNCB staff or mentor will offer feedback and editing to prepare items for final usage

**Terms:** Initial commitment of 3 years is required; additional years of service are encouraged if both parties have mutual interest

### **Benefits:**

Year 1: Item Writing Workshop (*expense paid*) and award of 10 CE hours for completion

Years 2 and 3+: Annual award of 5 CE hours for assignment completion and PNCB monetary voucher in the amount of the CE option for annual recertification

**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.

\* In any year, if the exam item bank pool is sufficient, exam item writers may be asked to instead write items for the practice exam. Since writing practice test items includes developing instructive critique/rationale statements, the number of items requested in the annual assignment is decreased.