



PEDIATRIC NURSING
CERTIFICATION BOARD

Volunteer Position

FORM REVIEW COMMITTEE MEMBER

Annual Time Commitment



Expertise Level



Group Interaction Level



What You Would Do if Selected: Participate in meetings conducted virtually to review exam forms, providing a final currency check of items and ensuring that items are appropriate for inclusion on the same exam form.

Time Commitment: CPNP-AC and PMHS: approximately 3-6 hours annually
CPNP-PC and CPN: approximately 9 hours annually

Qualifications & Expertise:

- Prior experience on other PNCB committees
- Attests to NO conflicts of interest through any of the following roles or activities:
 - 1) faculty or a speaker for a PNP program (when applicable) related to the credentialing exam,
 - 2) involvement in a prep or review course for the related-credential, or
 - 3) serving as item writer for a non-PNCB credentialing exam.
- 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

Group Interaction Level: Moderate

Detailed Responsibilities:

- Participate in virtual meetings ensuring security of setting throughout the form review to preclude access of others to any aspect of the content being viewed (both visual and auditory).
- Use subject-matter expertise to identify exam questions that may have currency concerns, or that overlap or cue other items within the same form.
- Engage in practice-related discussions as needed to make decisions about items and to evaluate any proposed replacement items.

- Address any error noted within items (e.g., misspellings), while recognizing committee's role does not extend to modifying or tweaking items with established statistics.
- Recognize PNCB's ownership of submitted items by complying fully with the terms of PNCB's confidentiality to exercise appropriate means to ensure nondisclosure of items.

Training & Support: Facilitator guidance throughout process

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

Benefits: \$50 PNCB monetary voucher per virtual meeting (apply towards recertification fee or CE modules)

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.