



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 without cueing or duplication.

**Time Commitment:** Approximately 9 hours/annually

### 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
- Completion of a PNCB Item Writing Workshop, or prior experience on other PNCB committees preferred
- 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.

**Group Interaction Level:** Moderate

### Detailed Responsibilities:

- Participate in virtual meetings (~ 3 hours each) in a secure setting to preclude access by others to content being viewed (both visual and auditory).
- Use subject-matter expertise to identify exam questions for accuracy and currency, and to check for items 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.
- Recognize PNCB's ownership of items seen during the web events by complying fully with the terms of PNCB's Conflict of Interest and Confidentiality Agreements.

**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 completed virtual meeting (apply towards recertification fee or CE modules)

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