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

Group Interaction Level: Moderate

Detailed Responsibilities:
- Participate in virtual meetings (approx. 3 hours each) in a setting that ensures the security of exam content is not accessible to others either visually or audibly.
- Use subject-matter expertise to confirm the accuracy and currency of exam questions, and to check for items that overlap or cue other items within the same form.
- Assist with identifying replacement items and ensuring that they do not overlap or cue other questions.
• 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 web events by complying fully with the terms of PNCB’s confidentiality agreement and exercising appropriate safeguards to ensure nondisclosure of items.

Training & Support:
• Facilitator guidance throughout process

Benefits:
• One (1) $50.00 PNCB monetary voucher per completed virtual meeting, which can be applied towards recertification fee or CE modules.

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.