



## Volunteer Position

# JOB TASK ANALYSIS TASK FORCE MEMBER

Annual Time Commitment



Expertise Level



Group Interaction Level



### What to Expect if Selected

Task Force members participate in a series of activities to inform and validate the tasks, knowledge statements, and skills related to a specific pediatric nursing or advanced practice nursing role. This work is required to complete a job task analysis (JTA), which is conducted once every 4-7 years for each credential and results in an updated exam content outline for the certification exam. Task Force members participate in a **2-day in-person meeting** followed by several virtual meetings over subsequent months.

### Time Commitment

**16 hours in-person** (not including travel time) **plus approximately 9 hours of virtual meeting over a 6-month period**

### Terms

Ad hoc Task Force activity for approximately 6-9 months.

### Qualifications & Expertise

- Maintains current applicable PNCB certification(s).
- May have current or prior experience on other PNCB committees or as an item writer, or be recommended by other committee members or Board of Directors members.
- Maintains subject matter expertise by working at least 20 hours per week relating to the credential. Practice hours can be direct (hands-on care of patients) or indirect (nursing roles that impact patient care and influence nursing practice through roles such as management, teaching, research, or consultation).

### Group Interaction Level

A **high** level of group interaction is expected. Task Force members are expected to share information, opinions, and experience in a professional and respectful way during meetings. Expectations for group interactions are guided by the Volunteer Handbook.

## Detailed Responsibilities

- Attend a 2-day in-person JTA meeting to review the current exam content outline, reflect on current practice, and recommend updates to the outline where appropriate. This is a group activity with facilitation.
- Participate in 3-4 webinars (2-3 hours each) to create and finalize the survey, review survey data, and finalize the exam's content outline.
- Participate in Task Force discussions to develop a list of tasks performed by individuals working in the defined role, and the related knowledge required to perform those tasks.
- Support the process of creating and finalizing the survey that will be used for the research study; this is typically accomplished through document review, survey reaction, and feedback.
- Participate in a review and discussion of feedback from the survey pilot test, as solicited, and recommend survey modifications to address issues.
- Participate in Task Force review of the final survey data to update the exam's content outline.

## Support

- Facilitator guidance throughout the process.

## Benefits

- Professional recognition for participation in foundational work supporting your credential.
- Paid travel, hotel, and meals for a 2-day in-person meeting.

## Additional Requirements:

Must sign a Volunteer Agreement which includes attesting to confidentiality and no conflicts of interest.

**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.*