Volunteer Position

JOB TASK ANALYSIS TASK FORCE MEMBER

Annual Time Commitment

Expertise Level

Group Interaction Level

What You Would Do if Selected: Participate in one 2-day in-person meeting followed by several virtual events over subsequent months (lasting 2-3 hours each). The work involved assists PNCB to identify the tasks, knowledges, and skills related to a specific pediatric nursing role, which are then used to create a survey to be administered as part of a job task analysis (JTA). The post-survey webinars allow members to review survey data and make recommendations that will be used to finalize the exam’s content outline.

Time Commitment: 16 hours in-person (plus travel time) plus approximately 9 hours of web-conferences over a 6 month period

Qualifications & Expertise:

• 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
• May have current or prior experience on other PNCB committees or as an item writer or be recommended by other committee or Board members

Group Interaction Level: High

Detailed Responsibilities:

• Attend PNCB’s one-time, 2 day in-person JTA meeting, and later participate in 3-4 webinars (2-3 hours each) to finalize the survey and to review survey data.
• Participate in task force discussions to develop a list of tasks performed by individuals working in the defined role, and the related knowledges required to perform those tasks.
• Support the process of creating and finalizing the survey that will be used for the research study; this could be accomplished through document review, survey reaction and feedback, and more.
• Participate in a review and discussion of feedback from the pilot test, as solicited, and recommend survey modifications to address issues.
• Participate in task force discussions reviewing final survey data to update the exam’s content outline.

**Training & Support:** Facilitator guidance throughout process

**Terms:** Ad hoc task force active for approximately 6-9 months

**Benefits:**
• Professional recognition for participation in foundational work supporting your credential
• Paid travel, hotel and meals for 2 day in-person meeting

**Additional Requirements:** Must sign a Confidentiality Agreement which includes attesting to no conflicts of interest