



PEDIATRIC NURSING  
CERTIFICATION BOARD

## 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