



PEDIATRIC NURSING
CERTIFICATION BOARD

Volunteer Position

PEDIATRIC UPDATES COMMITTEE MEMBER

Annual Time Commitment



Expertise Level



Group Interaction Level



What You Would Do if Selected: Work with a committee to develop continuing education (CE) modules targeted for pediatric nurse practitioners by recommending journal articles, and completing individual item writing assignments, including instructive feedback/rationale statements.

Time Commitment: Approximately 32-40 hours/annually (*plus travel time*)

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
- Recent completion of PNCB's Item Writing Training (*see below*) demonstrating strong item writing skills and subject matter expertise, **or** previous experience as an item writer, **and/or** prior tenure on another PNCB committee
- Proficient with using a template in Word format, and transmitting electronically

Group Interaction Level: High

Detailed Responsibilities:

- Attend PNCB's 2 day in-person Pediatric Updates Committee meeting annually, for the duration of one's term.
- Recommend and select articles for use in modules, using PNCB staff instruction.
- Read selected articles and develop post-assessment questions based on content most relevant to PNP practice.
- Develop a feedback/rationale statement for each item that is instructive and informative to the learner, reviews related knowledge about the item's content, and explains the correctness of the key and the incorrectness of the distractors.

- Review additional references (e.g., current practice guidelines) to ensure accuracy of items and to develop more informative feedback/rationale statements.
- Participate in committee's review of questions to recommend whether items are approved for inclusion in post-assessment, and to revise items as needed to ensure accuracy, validity, currency, relevance, and compliance with PNCB's style.
- Maintain familiarity with PNCB's current Item Writing Manual and other provided item writing resources and apply criteria and style preferences to items.
- Complete annual pre-meeting assignment and submit by the required due date, using the issued Word template for items, and communicating questions or concerns to appropriate PNCB staff.
- Recognize PNCB's ownership of submitted items by complying fully with the terms of PNCB's confidentiality agreement and exercising appropriate safeguards to ensure nondisclosure of items.

Training & Support: Prior completion of a PNCB Item Writing Workshop

Terms: Initial term of 3 years, additional 3 year extension by PNCB invitation

Benefits: Annual

- Paid travel, hotel and meals for 2 day in-person meeting
- Lexicomp Pediatric & Neonatal Dosage Handbook (electronic access)
- Award of 15 CE hours through the two (2) 7.5 Pediatric Updates modules created during the in-person meeting
- PNCB monetary voucher for highest value of a full 1-year recertification fee

Additional Requirements: Must sign a Confidentiality Agreement annually.