



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 (PNP) and other APRNs who provide care to children. Complete individual item writing assignments, including instructive feedback/rationale statements by utilizing recommended current literature. Current committees write material focused on Acute Care, Pharmacology, or Primary Care topics.

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 per week 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 web-based systems for transmitting assignments electronically

Group Interaction Level: High

Detailed Responsibilities:

- Annually review the Item Writing Manual and other item writing resources provided to refresh on PNCB's item writing requirements and style and apply to newly written items.
- Recommend and select articles for use in modules, using PNCB staff process.
- Read selected articles and develop post-assessment questions based on content most relevant to PNP practice.
- Complete annual pre-meeting assignment and submit by the required due date, using a web-based system, and communicating questions or concerns to appropriate PNCB staff.

- Develop a feedback/rationale statement for each item that is comprehensive, instructive, and informative to the learner. These short paragraphs review the related knowledge about the item's content, and explains the correctness of the key and the incorrectness of the distractors.
- Use resources identified by PNCB to document details including medications with FDA approved usage for the indicated diagnosis, and off-label use of medications. .
- Review additional references (e.g., current practice guidelines) to ensure accuracy of items and to develop more informative feedback/rationale statements.
- Attend PNCB's 2 day in-person Pediatric Updates Committee meeting annually, for the duration of one's term.
- Participate in the committee's review of questions to recommend whether items are approved for inclusion in the CE post-assessment module, and to revise items as needed to ensure accuracy, validity, currency, relevance, and compliance with PNCB's style.
- 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
- Periodic learning activities about best item writing practices

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
- Award of CE hours for submitting annual required assignment that meets criteria.
- PNCB voucher equal to two (2) Pediatric Updates modules
- If on Pharmacology committee, (1) new Lexicomp and Pediatric and Neonatal Dosage Handbook

Additional Requirements: Must sign an annual Confidentiality Agreement attesting to no conflicts of interest.