



PEDIATRIC NURSING  
CERTIFICATION BOARD

## Volunteer Position

# STANDARD SETTING COMMITTEE MEMBER

Annual Time Commitment



Expertise Level



Group Interaction Level



**What You Would Do if Selected:** Participate in a 2 day in-person meeting offering subject matter expertise to assist PNCB in a process to determine the passing standard (cut) for an exam used to establish qualification for certification.

**Time Commitment:** 16 hours (plus travel time); conducted every 3-5 years following job task analysis (JTA)

### 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 prior experience on other PNCB committees or past or current experience as an item writer, although may not be a current member of the Exam or Form Review Committees
- Attests to NO conflicts of interest through any of the following roles or activities:
  - 1) faculty or a speaker for a PNP program (when applicable) related to the credentialing exam,
  - 2) involvement in a prep or review course for the related-credential, or
  - 3) serving as item writer for a non-PNCB credentialing exam.

**Group Interaction Level: High**

### Detailed Responsibilities:

- Attend PNCB's 2 day in-person Standard Setting Committee meeting
- Participate in group discussions to create a working definition of minimal qualification (or competency) for the certification credential.
- Take the exam during the meeting and apply the definition of minimal qualification to rate the difficulty level of questions.

- Comply with directions provided by the facilitator when rating questions to focus ratings on what the test-taker will know as opposed to beliefs about the knowledge the test-taker should have.
- Participate in committee discussions related to ratings, and following discussions consider whether any re-rating of questions is warranted.
- Recognize PNCB's ownership of submitted items by complying fully with the terms of PNCB's confidentiality to exercise appropriate means to ensure nondisclosure of items and discussions held about the rating process during the meeting.

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

**Terms:** Single-meeting event (Ad hoc committee)

**Benefits:**

- Paid travel, hotel and meals for 2 day in-person meeting
- \$150 PNCB product voucher (apply towards recertification fee or CE modules)

**Additional Requirements:** Must sign Confidentiality Agreement which includes attesting to no conflicts of interest, such as writing questions or content for exam -related review courses or books, teaching an exam preparation / review course or writing for a non-PNCB credentialing exam, during term of service and for 1 year following.