



PEDIATRIC NURSING  
CERTIFICATION BOARD

## Volunteer Position

# EXAM ITEM WRITER

Annual Time Commitment



Expertise Level



Group Interaction Level



**What You Would Do if Selected:** Complete an annual item writing assignment of 10-12 items for use on a PNCB certification exam.\*

**Time Commitment:** Approximately 15 hours/annually

### Qualifications & Expertise:

- Maintains current applicable PNCB certification(s)
- Maintains subject matter expertise by working at least an average of 20 hours per week in clinical practice relating to the credential and/or through oversight of students in a clinical setting
- Attests to NO conflicts of interest through any of the following roles or activities:
  - 1) involvement in a prep or review course for the related-credential, or
  - 2) serving as item writer for a non-PNCB credentialing exam.

**Group Interaction Level:** Some during Item Writing Workshop; none with independent writing assignment

### Detailed Responsibilities:

- Write items (generally 10-12) relevant to practice and based on exam content areas as directed in item writing assignments.
- Review the Item Writing Manual to refresh on PNCB's item writing requirements before beginning items and apply style and requirements to items.
- Use ONLY references on PNCB's current reference list to provide at least 1 citation for each submitted item to support each item's validity, accuracy, and currency.
- Review PNCB staff/mentor feedback when provided to improve items before final submission.
- Complete annual assignment according to directions, submitting at least the required number of items within prescribed timeframes, and communicating questions or concerns to 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:**

- Completion of PNCB's Item Writing Workshop
- Complete brief (< 30 minutes) web-based training on use of online portal for entering items
- PNCB staff or mentor will offer feedback and editing to prepare items for final usage

**Terms:** Initial commitment of 3 years is required; additional years of service are encouraged if both parties have mutual interest

### **Benefits:**

Year 1: Item Writing Workshop (*expense paid*) and award of 10 CE hours for completion

Years 2 and 3+: Annual award of 5 CE hours for assignment completion and PNCB monetary voucher in the amount of the CE option for annual recertification

**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.