



PEDIATRIC NURSING  
CERTIFICATION BOARD

## Volunteer Position ITEM WRITER

Annual Time Commitment



Expertise Level



Group Interaction Level



**What You Would Do if Selected:** Complete an annual assignment writing items for use on either a PNCB certification exam or practice test. Annual assignment item count varies (typically <10 items per year) and is based on the needs of the item bank for which a trained item writer holds the credential and is assigned.

**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, which include:
  - 1) being involved in writing materials for, or teaching in, prep or review course(s) or authoring review texts that prepare a candidate for the related-credential, or
  - 2) serving as item writer for a non-PNCB credentialing exam.
- Proficient with using web-based systems for transmitting assignments electronically

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

### Detailed Responsibilities:

- Write items relevant to practice and based on exam content areas as directed in annual item writing assignments.
- Before beginning each year's item writing assignment, review the Item Writing Manual and other item writing resources provided to refresh on PNCB's item writing requirements and style, and then apply to newly written items.

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- To support each item's validity, accuracy, and currency, use ONLY references listed on PNCB's current, approved reference list to provide at least 1 citation for each submitted item.
- Review PNCB staff/mentor feedback when provided to improve items before final submission.
- Complete annual item writing 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:**

- Prior completion of PNCB's Item Writing Workshop
- Complete brief (< 30 minutes) web-based training on use of online system for entering items, if applicable
- Periodic learning activities about best item writing practices

**Terms:** Initial commitment of 3 years is required; additional years of service are encouraged if both parties have mutual interest. After successful completion of the Item Writing Workshop, item writers will be assigned to either an exam or practice test item writing group.

### **Benefits:**

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

Years 2 and 3+: Based on cognitive level and number of items assigned, annual award of CE hours for completion and a PNCB monetary voucher in the amount of the CE option for annual recertification

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