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 a PNCB certification exam. Annual assignment item count varies and is based on the needs of the item bank for which a trained item writer holds the credential and is assigned. Assignments typically provide for a 90-day submission deadline.

Time Commitment: Approximately 15 hours/annually

Qualifications & Expertise:
• Maintains current applicable PNCB certification(s)
• Maintains subject matter expertise by completing at least 20 practice hours per week relating to the credential. Practice hours can be direct or indirect: Direct care involves “hands-on” care of patients; indirect care includes nursing roles that impact patient care and influence nursing practice through roles such as management, teaching, research, or consultation.
• Attests to NO conflicts of interest, which include:
  1) current involvement in activities to prepare candidates for the related credential, such as writing materials for, or teaching in, prep or review course(s) or authoring review texts;
  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:
• Devote sufficient time and effort to developing items that are worthy of determining qualification for certification.
• Before beginning each year’s item writing assignment, review the Item Writing Manual and other item writing resources to refresh on PNCB’s item writing requirements and style, and then apply to newly written items.
• Obtain access to at least one current PNCB approved reference for the exam to support each item’s validity, accuracy, and currency, provide at least 1 complete citation for each submitted item.
• 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. Items that are submitted must comply with the item writing assignment (e.g., content outline area), be relevant to current practice, and be your original work created specifically for PNCB’s use.
• Submit items via PNCB’s testing vendor’s item writing platform/software, unless otherwise directed.
• Ensure any personal copies of items created while developing your item, such as those written on paper or on electronic devices are destroyed to prevent disclosure.
• 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 practices for item writing

Benefits:
• Year 1: Item Writing Workshop (expenses paid if in-person meeting) and award of applicable CE hours for completion
• Years 2 and 3+: Annual award of CE based on cognitive level of submitted items (recall, analysis, application) and number of items assigned, PLUS a PNCB monetary voucher equal to the amount of the CE option for annual recertification.
• Ongoing: PNCB-provided access to textbook reference(s) that support item writing work

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 per PNCB discretion, based on exam bank or practice test needs.

Additional Requirements:
Must sign an annual Confidentiality Agreement which includes attesting to no conflicts of interest (as described above in section on Qualifications & Expertise).

Explore more about how this role is integral to the entire exam development process!
Visit PNCB’s How are PNCB certification exams developed? web page for more information.

PNCB’s Commitment to Diversity, Equity & Inclusion
At the heart of PNCB volunteerism is encouraging nurses from all walks of life to come together to elevate child health. Data inform us that our specialty is overwhelmingly Caucasian and female; a core goal of our new strategic plan is to cultivate a diverse, equitable, and inclusive community that fosters a sense of purpose, provides fulfillment, and supports a growing community of pediatric professionals. We value and seek diverse applicants as defined by race, ethnicity, gender, religion, age, sexual orientation, nationality, disability, appearance, professional level, etc. to apply to join our volunteer opportunities.