



## Volunteer Position

# ITEM WRITER

Annual Time Commitment



Expertise Level



Group Interaction Level



### What to Expect if Selected

Applicants selected to be item writers commit to a 3-year term and are assigned to write for a specific exam based on the PNCB credential held. Item writers complete an In-Person Workshop or a Self-Paced Learning Program in the first year, then in years 2 and 3, will complete an annual assignment as instructed. The annual assignment is typically 7 items and instructions are provided by PNCB regarding content area needs.

### Time Commitment

**Approximately 15 hours annually**

### Terms

Initial commitment of 3 years is required; additional years of service are encouraged if both parties have mutual interest. Following Year 1, item writers may continue to write for the assigned exam or be assigned to a practice test item writing group (at PNCB's discretion), based on exam bank or practice test needs.

### Qualifications & Expertise

- Maintains current applicable PNCB certification(s)
- Maintains subject-matter expertise by working at least 16 practice hours per week relating to the credential. Practice hours can be direct (hands-on care of patients) or indirect (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 precludes:
  - 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) writing items for a non-PNCB credentialing exam.
- General comfort level with learning and using web-based systems. PNCB provides training for using an online system to submit items.

### Group Interaction Level

**Some** during the initial item writer workshop; **little** in subsequent years when writing items independently for the annual assignment.

## Detailed Responsibilities

- Review the PNCB Item Writing Manual and other item writing resources annually in advance of assignment to ensure items comply with PNCB's requirements and style.
- Devote sufficient time and effort to develop items worthy of determining test takers' qualification for certification.
- Use PNCB-approved references for the exam to provide at least one complete citation for each item to support its validity, accuracy, and currency.
- Use PNCB's testing vendor's online item writing platform to submit items.
- Submit items that are your original work created specifically for PNCB's exclusive use and that comply with the assignment instructions, including timeframes for submission.
- Willingness to implement PNCB staff/mentor feedback to improve items before final submission.
- Recognize PNCB's ownership of your submitted items, complying fully with the terms of PNCB's confidentiality agreement and exercising appropriate safeguards to ensure nondisclosure of items or details about their content.

## Support

- Learn about item writing by completing PNCB's In-Person Workshop or online Self-Paced Learning Program.
- Keep abreast of best practices for item writing by reviewing or participating in periodic learning activities.

## Benefits

- Year 1: Item Writer Workshop (expenses paid if attending an in-person workshop) and award of applicable CE hours for completion.
- Years 2 and 3+: Annual award of CE based on cognitive level of submitted items (recall, application, analysis) and the number of items assigned, and a PNCB monetary voucher equal to the amount of the CE option for annual recertification.
- Access to PNCB's eLibrary with textbook references to support item writing throughout the item writing term.
- Possible advancement to other PNCB volunteer opportunities, such as an invitation to serve on an Exam Committee.

## Additional Requirements

Must sign an annual Volunteer Agreement, which includes attesting to confidentiality and no conflicts of interest.

**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.*