Volunteer Position

PRACTICE TEST ITEM WRITER

Annual Time Commitment

Expertise Level

Group Interaction Level

What You Would Do if Selected:
Complete an annual or periodic item writing assignment to include developing practice test questions and their accompanying instructional feedback/rationale statements. Writing assignments vary depending on specific module needs.

Time Commitment: 18 hours/annually or less

Qualifications & Expertise:
- Maintains current applicable PNCB certification(s).
- Completion of PNCB’s Item Writing Workshop demonstrating strong item writing skills and subject matter expertise and/or prior tenure on another PNCB committee.
- 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) serving in a role as PNP program faculty or having oversight of a program related to the credential (not applicable to CPN or PMHS);
  2) 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;
  3) serving as item writer for a non-PNCB credentialing exam.
- Proficient with using a template in Word format and submitting electronically.

Group Interaction Level: Some during the initial Item Writing Workshop; none with independent writing assignment(s).
Detailed Responsibilities:
• Write items relevant to practice and based on exam content areas as directed in item writing assignments. While items will be used exclusively on practice tests, their quality and relevance are set to a similar bar as exam questions in terms of content worthiness for determining qualification for certification.
• Before beginning assignment, review the Item Writing Manual and other provided item writing resources to refresh on PNCB’s writing requirements and style.
• Apply these item writing requirements and style to newly authored questions.
• Use ONLY recent editions of references on PNCB’s current reference list to provide citation(s) for each submitted item to support content validity, accuracy, and currency.
• Ensure feedback/rationale statements (~150 words) are comprehensive, instructive, and informative, presenting related knowledge about the item’s content, and explaining the correctness of the key and the incorrectness of the distractors.
  o Rationale statements must be the volunteer’s own work without plagiarism from other sources.
• Use provided Word template to document items and complete all required fields (e.g., content area, key).
• Review PNCB staff/mentor feedback if provided and revise items before final submission.
• Complete 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 Training
• PNCB staff or mentor will offer feedback and editing to prepare items for final usage

Benefits for Assignment Completion:
• Year 1: PNCB provided access to textbook reference(s), and award of CE hours
• Years 2 and 3+: Annual award of CE hours for items (based on number of items, cognitive levels, and development of rationale/feedback statement), and a monetary voucher in the amount of the CE option for annual recertification

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

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

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.