Volunteer Position

PRACTICE TEST ITEM WRITER

What You Would Do if Selected: Complete an annual or periodic item writing assignment of up to 10 items for use on PNCB practice test products; items include an in-depth feedback/rationale section of a few paragraphs that supports each item

Time Commitment: Approximately 15 hours/annually

Qualifications & Expertise:

- Previous training as a PNCB item writer
- Maintains current applicable PNCB certification(s)
- Maintains subject matter expertise by completing at least 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) having a role as faculty for a PNP program (when applicable) related to the credentialing exam,
  2) 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
  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.

Detailed Responsibilities:

- Write items relevant to practice and based on exam content areas as directed in item writing assignments.
- 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 copies of references on PNCB’s current reference list to provide at least 1 citation 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 apply to 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

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

**Benefits for Assignment Completion:**

  **Year 1:** PNCB purchase textbook reference(s) at a pre-determined dollar value, 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

**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, teaching an exam preparation / review course, having faculty appointment in PNP program of the related credential, or writing for a non-PNCB credentialing exam, during term of service and for 1 year following.