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## PEDIATRIC NURSING CERTIFICATION BOARD

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### **Volunteer Recruitment and Retainment**

This policy summarizes all volunteer subject matter expert (SME) roles associated with the PNCB and addresses how each group is recruited as well as specific requirements for service.

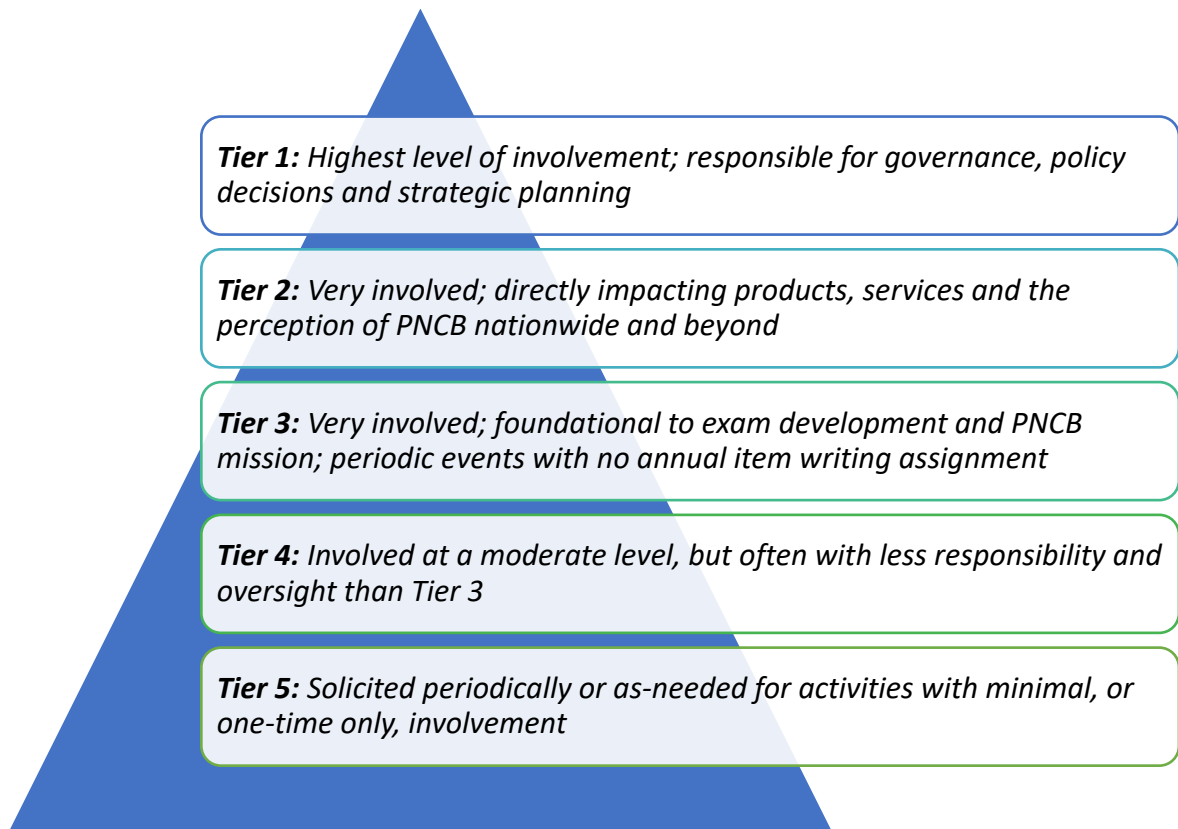
***A note about diversity:*** *With each volunteer cohort, PNCB is committed to recruiting and selecting certified individuals reflective of applicable pediatric practice in all relevant respects: geographic location, years of experience, educational background, ethnicity, gender, practice setting and more.*

While there are many volunteer opportunities with PNCB, most volunteers serve in the capacity of writing certification exam or continuing education (CE) content. The primary pathway to volunteering as a PNCB SME begins with an annual item writer workshop (IWW) opportunity by way of an application process and competitive selection. Final participants invited to a PNCB workshop are chosen based on diversity characteristics above, no conflicts of interest, and the ability to demonstrate basic item writing concepts. At the in-person workshop, participants are trained in item writing principles and skills development.

***To avoid known or potential conflicts of interest,*** PNCB will not assign SME volunteers to Form Review, Standard Setting, or Exam Committees who have a faculty role in a CPNP-PC or CPNP-AC academic program. Exam item writing SME will also not be assigned to practice test item writing assignments.

**Publicly available role descriptions for volunteers contributing to exam or CE content can be found at the below link. Each description outlines the role's purpose, time commitment, qualifications, responsibilities, training offered, term-limits, and benefits:** <https://www.pncb.org/volunteer>

The following "level of involvement" Tiers categorize each volunteer role or opportunity.



Tier 1:

- **PNCB Board of Directors** – See the Board Policy Manual for specifications and recruitment.

Tier 2:

- **Institute for Pediatric Nursing (IPN)** – a standing committee of the PNCB formed to optimize the health and well-being of children, youth, and their families through the development of a sustainable, highly qualified pediatric nursing workforce.
- **Exam Committees** – Write, revise and approve items for pretesting on exams. Members are invited based on diversity characteristics above and demonstrated ability and improvement in content development. Invitees are chosen from item writer workshop (IWW) participation or continued external item writer (EIW) involvement.
- **Pediatric Updates Committees** – Write, revise, and approve CE items to be included in future Pediatric Updates modules. Members are invited based on diversity characteristics above and demonstrated ability and improvement in content development. Invitees are chosen from IWW participation or continued EIW involvement.

Largely, initial commitment of most PNCB volunteers is 3 years, and additional years of service are encouraged if both parties have mutual interest and qualifications still met (some exceptions apply). After successful completion of the Item Writing Workshop, item writers will be given an assignment based on PNCB needs and will be assigned to either an exam or practice test item writing group. Additionally, PNCB completes planned, annual invitations to standing Committees (Exam, Form Review, Standard Setting, Pediatric Updates) as term-limits are reached for existing Committee members. If an item writer consistently demonstrates excellent item writing skills and qualifications for Committee membership are met, PNCB may invite an item writer to serve on a standing Committee.

Tier 3:

- **Form Review Committees** – Approve finalized exam forms during a facilitated webinar for the purpose of completing a currency and overlap/cueing check. Often, members are invited to join this committee

when rotation off the Exam Committee occurs because they possess relevant, recent experience with reviewing exam items.

- **Job Task Analysis Task Forces** – Develop a job task analysis survey, analyze survey results, and recommend updates to content outline. Members are chosen for each new JTA to bring perspectives from current Exam Committees, Board of Directors, Standard Setting Committees, and other known groups. May include legacy participants no longer in any of the previously mentioned committees.
- **Standard Setting Committees** – Develop a definition of the minimally competent candidate and rate the level of item difficulty used to establish the passing standard for the exam following a JTA. Recruited from a pool of certificants who have passed the applicable exam within the last 3 years. Normally involved for one meeting only. Item writing experience is not required.

Tier 4:

- **Champions** – Serve as peer-to-peer advocates for CPN certification/recertification at the local/regional/hospital level in a structured program. Open invitation to apply; screening process follows. This volunteer opportunity is separate from SME / writing activity.
- **Item Writer Workshop (IWW) Participants** – Commit to producing exam items after attending in-person training. Recruit from an open call for application and a competitive selection process.
- **External Item Writers (EIWs)** – Write and revise items remotely based on an annual assignment. This pool of interested volunteers have attended a PNCB Item Writer Workshop in the past.
- **Pediatric Updates Module Pilot Testers** – Selected from a pool of interested volunteers, holding applicable and/or relevant credential(s), who may have volunteered for other opportunities in the past. Invited to pilot test upcoming Pediatric Updates modules.
- **Special Projects** – Assist PNCB staff, often in new engagement projects, by sharing expertise and insights in a time-limited dialogue/meeting. May be self-identified or staff selected. Recent examples are Continuing Competency Task Force, Alternative CE modules, and Strategic Planning Task Force.

Tier 5:

- **Focus Groups** – Share opinions about new or existing products, services, or communications. Selected from a pool of interested volunteers, holding applicable and/or relevant credential(s), who may have volunteered for other opportunities in the past. Represent a sampling of stakeholders.
- **CE @ PNCB Pilot Testers** – Selected from a pool of interested volunteers, holding applicable and/or relevant credential(s), who may have volunteered for other opportunities in the past. Invited to pilot test upcoming modules created for the CE @ PNCB program.

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