



## Volunteer Position

# EXAM COMMITTEE MEMBER

Annual Time Commitment



Expertise Level



Group Interaction Level



### What to Expect if Selected

Committee members are involved in a collaborative group process of reviewing, revising, and approving exam questions to be used as pretest items on PNCB certification exams. The majority of this work is completed at the annual, 2-day, in-person Exam Committee meeting. Additional work is supported through webinar sessions that may be scheduled during the year, depending on the needs of the exam bank. In advance of the annual meeting, committee members may also be asked to complete an item writing assignment.

### Time Commitment

**Approximately 32 hours annually** (*not including travel time*)

### Terms

Initial term of 3 years, additional 3-year extension by PNCB invitation.

### Qualifications & Expertise

- Maintains current applicable PNCB certification(s).
- Completion of PNCB's In-Person Workshop or Self-Paced Learning Program demonstrating strong item writing skills and subject matter expertise **and/or** prior tenure on another PNCB committee.
- Maintains subject-matter expertise by working at least 16 hours per week in a role 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 preclude:
  - 1) serving in a compensated/salaried role as PNP program faculty or having oversight of a program related to the credential (not applicable to CPN or PMHS, see this [infographic](#) for further details);
  - 2) current involvement in activities which prepare candidates for the related certification exam, such as writing materials for, or teaching in, prep or review course(s) or authoring review texts;
  - 3) writing items for a non-PNCB credentialing exam.
- General comfort level with learning and using web-based systems. PNCB uses an online system for electronic submission of items, with training provided.

## Group Interaction Level

A **high** level of group interaction is expected. The committee members share information, opinions, and experience in a professional and respectful way during meetings. Expectations for group interactions are guided by the Volunteer Handbook.

## Detailed Responsibilities

- Maintain working knowledge of PNCB's item writing style and requirements.
- Attendance at the annual 2-day Exam Committee meeting.
- Provide subject-matter expertise and apply knowledge of item writing during committee reviews to ensure that items approved for advancement to pretesting are relevant, current, accurate, and reflect best item writing practices.
- Use PNCB-approved references for the exam to ensure at least one complete citation is provided for items to support validity, accuracy, and currency.
- Maintain familiarity with the exam content outline related to your credential and map reviewed items accurately.
- When needed, participate in 2-hour virtual meetings in a setting that ensures the security of exam content is not exposed or accessible to others either visually or audibly.
- Advise PNCB of any practice changes or newly published guidelines that may affect exam content.
- When requested, complete annual, pre-meeting item writing assignment by submitting items that are your original work created specifically for PNCB's exclusive use, complying with the assignment instructions and timeframes for submission.
- Submit items via PNCB's testing vendor's online item writing platform, unless otherwise directed.
- Recognize PNCB's ownership of your submitted items by complying fully with the terms of PNCB's confidentiality agreement and exercising appropriate safeguards to ensure nondisclosure of items.

## Experience & Support

- Previous completion of a PNCB In-Person Workshop or Self-Paced Learning Program.
- Periodic learning activities about best practices for item writing.

## Benefits

- Throughout term as a committee member, access to PNCB's eLibrary with textbook references to support item writing and item review.
- Paid travel, hotel, and meals for 2-day, in-person meeting.
- Award of CE hours for completion of annual item writing assignment and participation in webinars.
- PNCB voucher for the value of a 1-year recertification fee.

## Additional Requirements

Must sign an annual Volunteer Agreement which includes attesting to no conflicts of interest (as described above in section on Qualifications & Expertise) and maintaining confidentiality.

**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.*