



Policy Title:	Panel Composition
Policy Number:	Section 1.5
Final Approval:	Board
Responsibility:	CEO\CCO
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Policy statement/implementation:

The Pediatric Nursing Certification Board, Inc. adheres to all industry standards and requirements for panel composition as it pertains to certification exam development activities. This includes subject-matter experts (SMEs) recruited for, and involved in, job analyses, item writing, item review, form review, and standard setting activities.

The following policy represents critical characteristics of volunteers recruited for PNCB exam-related panels, task forces, committees, or work groups.

1. **Diversity:** With each volunteer cohort, PNCB values and seeks diverse leadership and recognizes diversity as encompassing the full range of backgrounds, perspectives, and life experiences that nurses bring to their roles. We welcome and encourage individuals across all identities, experiences, career stages, practice settings, and geographic regions to apply. We are especially committed to fostering an environment where all voices are valued and where varied perspectives strengthen our mission and impact. See more details in the Volunteer Recruitment and Retention policy.

In compliance with NCCA Standard 13, PNCB has established factors for its recruitment and selection efforts for each program's Exam Committees, Job Analysis Task Force, Form Review Committees, and Standard Setting Panels. These targets will be reviewed and established annually, prior to committee/panel recruitment. Targets shall include goals related to (at a minimum): years certified, practice setting diversity, and geographic diversity.

2. **Relevant Characteristics:** Panel members or PNCB SMEs must represent relevant characteristics of the certification credential for which they are volunteering. PNCB provides a fair opportunity for a diverse group of SMEs to participate over time by way of recruitment strategies and established term-limits.
 - A. For standing committees, the initial term is 3 years, with an option (if PNCB and SME mutually agree) to extend the term for an additional 3 years, for a total of 6 years. Moreover, PNCB staggers inaugural years for panel members so that new volunteers are introduced annually, while concurrently, any legacy panel members are released from their commitment. Infrequently, when the pool of volunteers is limited, the term of service for a current member may be extended to achieve the desired committee's size and representation, until other volunteers can be recruited.

- B. Invitations for committee membership, or broader recruitment strategies, are purposefully distributed to ensure representativeness based on diversity criteria outlined in (1) above. For example, when needed, PNCB staff may intentionally recruit from a region of the country that has been less represented on a committee.
 - C. PNCB exam-related panel groups do not have a designated chairperson.
 - D. Based on their representative position, PNCB assigns a Board of Directors' liaison for Exam and Pediatric Update Committees to familiarize BOD members with the related activities.
- 3. **Qualifications:** Any panel or subset of SMEs involved in secure exam work or tasks must meet the following qualifications:
 - A. Have earned the necessary PNCB credential, active clinical practice and an unencumbered license as an RN or APRN.
 - B. Perform direct or indirect patient care at least 16 hours per week, and/or have oversight of students in clinical settings specific to the relevant certification credential. 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.
 - C. Attest to NO conflict(s) of interest such as creating content for, or participating in, review courses or review textbooks relevant to the exam, or pharmaceutical or medical product endorsement in the form of provision of educational programs or written content.
 - D. To eliminate potential conflicts, additional restrictions for CPNP-PC and CPNP-AC volunteers who are faculty in respective AC or PC academic programs include:
 - Cannot serve on Exam Committees, Form Review Committees, or Standard Setting Committees.
- 4. **Roles and Responsibilities:** Refer to the following documents and resources to see the level and type of involvement, as well as requirements to receive benefits, and other attributes for each panel or subset of volunteers relating to secure exams.
 - A. Exam Development Policy
 - B. Volunteer Role Descriptions (7 total), <https://www.pncb.org/volunteer>
- 5. **Training Appropriate to Task (Required):** Each panel or subset of SMEs receives formalized training from either PNCB, or PNCB’s contracted test development vendor, or both, prior to any required work. Depending on the work or involvement, training can occur independently, virtually, in-person, or with any combination of the three, to include during meeting activities with specific task instructions. When exam content is shared as part of training, it is done in a secure and confidential manner. Examples:
 - A. Exam Committee training such as statistical item analysis, item review process, item editing, etc.

- B. Form Review Committee training to identify and address content currency, overlap and cueing of items, etc.
- C. RDS, JTA Task Force training such as differentiating tasks versus knowledge, role definitions, etc.
- D. Standard Setting Committee training such as creating a definition of minimal qualifications for exam candidates, rating questions based on definition, etc.
- E. Item Writing Workshop Participant training such as:
 - Item Writing 101 or 201 modules,
 - Item Writing Training Exercises, various
- F. Ongoing, External Item Writer training / resources such as:
 - Item Writing Infographic:
https://pnpcb.org/sites/default/files/resources/Item_Writing_Infographic.pdf
 - Item Writing Manual:
https://www.pnpcb.org/sites/default/files/resources/PNCB_Item_Writing_Manual.pdf

6. Documentation of Recommendations (when applicable) from SME(s) for the Task(s):

- A. Exam Committees
 - Decisions to edit or advance items to pre-test status are:
 - Documented in the exam bank by PNCB-contracted test development vendor.
 - Summarized in the Exam Development Record (of each event) by PNCB-contracted test development vendor.
 - Summarized in the meeting minutes by PNCB.
- B. Form Review Committees
 - Decisions to use an exam form as presented, or replace items are:
 - Documented in the exam bank (and the finalized form) by PNCB-contracted exam development vendor; occurs real-time during the event.
- C. Job Task Analysis Task Forces**
 - Vendor and PNCB staff document minutes of all aspects of the RDS process and meetings; vendor includes all SME consensus and decisions within the official, final report.
 - The consensus on content domain-level distribution of items during the Test Specifications web event constitutes the Task Force endorsement of the content outline.
- D. Standard Setting Committees**
 - Vendor provides a formal report and recommendations to PNCB staff.
 - Chief Executive Officer (CEO), Chief Credentialing Officer (CCO), Exam Development Team members, and designated Board of Directors (BOD)

representative(s) review and discuss vendor-provided cut score options and choose a defensible cut score based on multiple factors. The cut score is later presented to the full BOD for final approval.

- CEO or staff designee informs test development vendor of final decision via email.

***For these items, the Board of Directors has involvement in the processes by which finalized content outlines and cut scores are determined. Referenced also in the BOD Policy manual and section on shared governance.