



## Volunteer Position

# PRACTICE TEST ITEM WRITER

Annual Time Commitment



Expertise Level



Group Interaction Level



### What to Expect if Selected

Complete an annual item writing assignment to develop questions to be used exclusively for PNCB practice tests. Work includes writing approximately 7 items and instructive feedback for each item, but assignments vary depending on specific practice test needs.

### Time Commitment

**18 hours annually or less**

### Terms

For new item writers who are still within their initial 3-year commitment, completion of the term is required, with additional years of service encouraged if both parties have a mutual interest.

Additional terms are considered for practice test item writers, such as those who are former committee members and who are accepting an ad hoc assignment for a shorter term.

### Qualifications & Expertise

- Maintains current applicable PNCB certification(s).
- Completion of PNCB's In-Person Workshop or Self-Paced Learning Program, demonstrating item writing skills and subject-matter expertise, **and/or** prior tenure on another PNCB committee.
- Maintains subject matter expertise by working at least 20 hours per week 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 precludes:
  - 1) 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;
  - 2) serving as item writer for a non-PNCB credentialing exam.
- Ability to enter assignment into a template formatted in Microsoft Word and to return the file to PNCB electronically, either via email or uploading to a designated online portal.

## Group Interaction Level

**Little** interaction when writing items independently for annual assignment.

## Detailed Responsibilities

- Review the Item Writing Manual and other item writing resources in advance of assignment to ensure items comply with PNCB's requirements and style.
- Devote sufficient time and effort to develop items worthy of determining test takers' qualification for certification, which is the same bar whether writing for the exam or practice tests.
- Submit items that are your original work created specifically for PNCB's exclusive use and that comply with the assignment instructions, including timeframes for submission.
- Use PNCB-approved references for the exam to provide at least one complete citation for each item to support its validity, accuracy, and currency.
- Review PNCB staff/mentor feedback when provided to improve items before final submission.
- Submit items as directed in provided MS Word template via email or designated online portal.
- Recognize PNCB's ownership of your submitted items, complying fully with the terms of PNCB's confidentiality agreement and exercising appropriate safeguards to ensure nondisclosure of items or details about their content.

## Experience & Support

- Previous completion of PNCB's In-Person Workshop or Self-Paced Learning Program.
- Receive feedback and suggested edits from PNCB mentor to assist with finalizing items for submission.

## Benefits for Assignment Completion

- Access to PNCB's eLibrary with textbook references to support item writing throughout term as a practice test item writer.
- Annual award of CE hours for assignment based on each item's cognitive level (recall, application, analysis), and the comprehensiveness of rationale/feedback statements and a monetary voucher in the amount of the CE option for annual recertification.

## Additional Requirements

Must sign an annual Volunteer Agreement, which includes attesting to confidentiality and no conflicts of interest.

**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.*