

POSITION DESCRIPTION

General Practitioner – Special interest in ADHD

Reports to:	Medical Director
Division:	Student Health Services
Tenure:	Fixed term
Location:	Hamilton
Date:	July 2026

Vision

Ko te tangata

A research-intensive university providing a globally connected, innovative and inclusive student experience in an environment characterised by a commitment to diversity, respect for Indigenous knowledge, and high levels of community engagement.

Values

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:

- Tū ngātahi me te Māori
- Mahi pono
- Whakanui i ngā huarahi hou
- Whakarewa i te hiringa i te mahara

The University of Waikato places a high value on:

- Partnership with Māori
- Acting with integrity
- Celebrating diversity
- Promoting creativity

1. GENERAL

Student Services provides high quality integrated services that foster engagement, promote wellbeing and supports students in achieving their academic goals. The work of Student Services comprises the following: administrative processes from enrolment through to graduation, enquiry management, pastoral care, international student services, health, accommodation, counselling, disabilities support, career development services, sport and wellbeing, student surveys and student complaints and appeals.

The Director of Student Services is responsible for the overall management of Student Services, with assistance from a team of Associate Directors including the Associate Director, Student

Health.

The University Health Service provides high quality, accessible health and wellbeing care to students. The integrated, multidisciplinary team supports the educational process by modifying or removing health related barriers to personal development and learning.

2. POSITION PURPOSE

To provide expert General Practitioner primary care services for Student Health Services. To work collaboratively and innovatively with colleagues within the service and the wider University community to improve health and wellbeing.

3. ACCOUNTABILITY

The General Practitioner – Special interest in ADHD is responsible to the Medical Director.

4. FUNCTIONAL RELATIONSHIPS

Internal: Students
Associate Director, Student Health
Medical Director
Integrated Student Health Services team
Accessibility Services
Student Services

External: Medical, nursing and allied health care services in the Waikato community

5. KEY RESPONSIBILITIES

Clinical Excellence

- Provision of expert General Practitioner care for students currently enrolled at the University of Waikato as a lead care provider.
- Managing episodes of care from consultation to follow up including investigation, results management and referral(s) as appropriate.
- Promoting health literacy and healthy lifestyle choices.
- Work in collaboration with the integrated Student Health Services team.
- Manage the systems, processes and resources to meet the needs of the patient / consumer / tangata whaiora in an efficient and effective manner.
- Contribute to the achievement of the strategic direction for the service and Wellbeing@Waikato

ADHD Assessment and Management

- Provide comprehensive assessment, diagnosis and ongoing management of Attention Deficit Hyperactivity Disorder (ADHD) for eligible students in accordance with New Zealand clinical guidelines, Medical Council of New Zealand standards, and relevant legislation.
- Undertake specialist ADHD assessments, including clinical history taking, diagnostic evaluation, risk assessment and formulation of treatment recommendations.
- Initiate, prescribe, monitor and review ADHD medications within scope of practice and in accordance with regulatory requirements.
- Develop individualised management plans incorporating both pharmacological and non-pharmacological strategies to support academic success, wellbeing and daily functioning.

- Monitor treatment effectiveness, manage potential side effects, and undertake ongoing medication reviews and follow-up care.
- Collaborate with students, whānau, Student Health Services clinicians, Accessibility Services, and external health providers to ensure coordinated care and support.
- Provide education and guidance to students regarding ADHD, self-management strategies, and available supports and accommodations.
- Contribute to the development of clinical pathways, policies and best practice approaches relating to ADHD assessment and management within Student Health Services.
- Provide clinical advice, education and support to colleagues to enhance understanding and management of ADHD and related neurodevelopmental presentations within the student population.
- Support multidisciplinary case discussions and contribute specialist expertise to ensure coordinated, high-quality care for students with ADHD.
- Facilitate a smooth transition of care to the student's usual Student Health Services primary care provider and provide ongoing specialist consultation and support where needed

Team Contribution

- Work effectively as a member of the General Practice team to support other team members and provide support and/or coverage of functions.
- Work collaboratively to encourage transparency across activities, open sharing of knowledge, and the building of positive relationships to support a high-performance culture.
- Work with other team members on projects.
- Support a positive culture and morale.
- Participate in the maintenance of a safe and healthy work environment for self and others including students.
- Comply with and undertake responsibilities set out in the University's Health and Safety Policy.

Continuous Improvement

- Actively contribute to the ongoing development and improvement of the systems and processes within Student Health Services.

NOTE: Staff have an annual Objectives, Development and Reflection (ODR) meeting with their manager.

6. PERFORMANCE STANDARDS

The General Practitioner will be performing satisfactorily when:

- Delivery of care contributes to expeditious recovery from illness and injury.
- Health literacy and healthy lifestyle choices are included in delivery of care.
- Positive collaborative relationships support effective practice and care delivery.
- Interactions while performing duties are conducted professionally, respectfully and collaboratively.
- Valuable contribution and participation in relevant meetings and/or projects are provided.
- Advice provided complies with professional standards, University policies and procedures and supports the University's strategic objectives.
- Safe and healthy work practices are followed that comply with University policies and procedures, relevant work standards and statutory obligations.
- ADHD assessments are completed in accordance with accepted clinical standards and regulatory requirements.

- Students receiving ADHD care have documented assessment outcomes, management plans and appropriate follow-up arrangements.
- Medication prescribing and monitoring practices demonstrate safe, evidence-informed and patient-centred care.
- Positive student outcomes are supported through integrated multidisciplinary care and appropriate referral pathways.
- Provides accessible and timely specialist advice to Student Health Services clinicians on ADHD-related matters, contributing to enhanced clinical capability across the service.
- Contributes to a collaborative, multidisciplinary approach to ADHD care through clinical consultation, education, and shared decision-making

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Essential

- Bachelor of Medicine and Bachelor of Surgery (MBChB).
- Registration with the Medical Council of New Zealand.
- Fellow of the Royal New Zealand College of General Practitioners (FRNZCGP).
- A current Annual Practising Certificate with the Medical Council of New Zealand, and medical indemnity insurance.

SKILLS, KNOWLEDGE and EXPERIENCE

Essential

- Five years recent clinical experience as a General Practitioner.
- Excellent interpersonal and communication skills.
- Ability to work in positions of responsibility, demonstrating assessment skills and independent decision making.
- Organisational and analytical skills.
- Commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi. Demonstrated awareness of Māori and Pacific cultures.

Preferred

- Experience in the health and wellbeing needs of tertiary students.
- Experience and/or special interest in Māori and Pacific health, mental health, rainbow health, sexual health and women's health.
- Ability to apply information and communication technologies to achieve desired outcomes and maintain and update those skills.
- Proven strategic thinking, planning and delivery of innovative health improvement initiatives.
- Demonstrated experience, specialised training, or a strong clinical interest in the assessment, diagnosis and management of ADHD.
- Experience prescribing and monitoring stimulant and non-stimulant medications for ADHD in accordance with New Zealand prescribing requirements.
- Knowledge of neurodevelopmental conditions and their impact on student wellbeing, learning and academic performance.
- Experience working collaboratively with multidisciplinary teams to support students with ADHD and related mental health or wellbeing needs.

PERSONAL QUALITIES

- Demonstrates enthusiasm, drive and energy for improving health and wellbeing outcomes.
- Provides clinical leadership and models professional integrity, accountability, and high standards of care.
- Works collaboratively with colleagues including nurse prescribers, NPs, and other health professionals to achieve shared goals.
- Consultative, inclusive, and adaptable in engaging effectively with a diverse range of students, colleagues, and stakeholders.
- Relates sensitively and respectfully to individuals from varied backgrounds and cultures, demonstrating cultural awareness and safety.
- Committed to a culture of openness, flexibility, cooperation, and partnership, including the University's commitment to Māori as intended by Te Tiriti o Waitangi.

- Identifies opportunities for improvement and actively contributes to service and quality enhancement initiatives.
- Demonstrates strong organisational skills, including the ability to prioritise, meet deadlines, and work effectively under pressure.
- Technically proficient with systems and processes, maintaining accuracy and efficiency in all aspects of work.