



Environmental Services Department of the Year Award Prep

We're thrilled that you're planning to submit an application for this year's EVS Department of the Year award! The EVS Department of the Year Award provides national recognition for the vital contributions environmental services teams make to the patient experience and to advancing their organization's mission.

To help you put your best foot forward, we want to make sure you're set up for success *before* the submission window opens. That means having the right materials, data, and stories ready to showcase the impact your team has made.

Applications are evaluated based on overall department accomplishments and three key focus areas:

Operations ° Patient Safety & Quality ° Infection Prevention

Start Preparing Now

To make your application as strong as possible, begin collecting the following materials:

- ☐ Facility demographic information
- ☐ Department accomplishments achieved in 2025
- ☐ Data & metrics (e.g., patient satisfaction scores, employee retention, waste management)
- ☐ Technology use in your facility
- ☐ Collaboration across departments
- ☐ Program implementations or changes over the past year
- ☐ Infection prevention efforts (e.g., plans, training, committee involvement)

Reminders for Application Submission

- **Complete the application thoroughly.**
Ensure all required sections are filled out with relevant details.
- **Avoid being too vague.**
While brevity is appreciated, include enough information to clearly describe your program.
- **Avoid excessive detail.**
Keep documentation concise—aim for 2–3 pages rather than lengthy narratives.
- **Make your explanation accessible.**
Describe your program in a way that someone outside your field can understand. You're showcasing why your department stands out.
- **Get feedback before submitting.**
Ask a trusted colleague to review your submission to ensure your message is clear and compelling.

 **Application submissions will open in early 2026!**

If you have any questions about the application process, please reach out to Larisa Sutton, Senior Specialist, Member Engagement at lsutton@aha.org.